



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City

**Office of the Schools Division Superintendent**

**August 12, 2021**

**DIVISION MEMORANDUM**

No. **473**, s. 2021

**DESIGNATION OF FREEDOM OF INFORMATION (FOI) RECEIVING OFFICERS  
AND DECISION MAKERS**

To: ASDS Basilio P. Mana-ay, Jr.  
Aleli M. Chiong  
Public Elementary and Secondary School Heads

1. Pursuant to the Unnumbered Memorandum dated August 10, 2021, and in consonance to DepEd Order No. 19, s. 2021 entitled *Revised Department of Education People's Freedom of Information Manual and Implementing Details*, all concerned are hereby informed and directed to designate FOI Receiving Officers (FOI ROs) and FOI Decision Makers (FOI DMs) based on Sections 6(B) and 6(C) of the Department of Education People's FOI Manual.
2. However, it is enjoined in this Division Memorandum that for the Schools Division Office, the undersigned is the FOI Decision Maker, while ASDS Basilio P. Mana-ay, Jr. is designated as the FOI DM Officer-In-Charge, and Ms. Aleli M. Chiong as the FOI Receiving Officer, accordingly.
3. For Schools, the Schools Heads shall designate the FOI RO from the Guidance Counselor's Office or Registrar's Office. Also, they shall recommend an FOI DM and an Alternate-FOI-DM who shall act as FOI Officer-In-Charge in the event that the designated FOI DM is unable to fulfill the role for their respective schools, both with ranks not lower than Head Teacher.
4. Schools are directed to submit their reports to the Division Office **on or before August 20, 2021** thru email: [records.digoscity@deped.gov.ph](mailto:records.digoscity@deped.gov.ph)
5. Please be guided with the attached communication.
6. For your information and compliance.

  
**CRISTY C. EPE**  
Schools Division Superintendent

