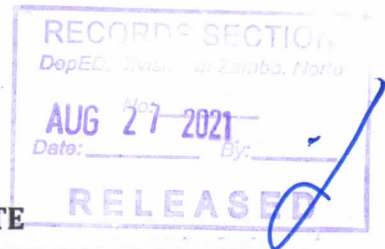




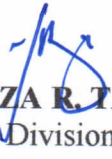
Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**



Division Memorandum

No. 471s. 2021

To: Public Schools District Supervisors  
Principals of Elementary and Secondary Schools  
All Others Concerned

From:  **MA. LIZA R. TABILON EdD, CESO V**  
Schools Division Superintendent

Subject: **Designation of School-Level Freedom of Information Receiving Officers and Decision Makers**

Date: August 26, 2021

1. In reference to DepEd Memorandum dated August 10, 2021 from the Office of the Undersecretary and Chief of Staff entitled "Designation of Freedom of Information Receiving Officers and Decision Makers," this Division directs School Heads to designate a Freedom of Information Receiving Officer (FOI RO) from the Guidance Counselor's Office or Registrar's Office and to recommend a Freedom of Information Decision Maker (FOI DM) as well as an alternate FOI DM who shall act as FOI DM Officer-in-Charge in the event that the designated FOI DM is unable to fulfill the role for their respective schools, both with ranks of not lower than Head Teacher.
2. Schools shall submit **on or before August 27, 2021** the list of their FOI ROs, FOI DMs and alternate FOI DMs together with their respective positions, official stations, contact numbers and email addresses through <https://bit.ly/znortefoi>.
3. Compliance with this Memorandum is directed.

SGOD-jls/lmmc/Designation of School-Level FOI RO and FOI DM/DM005-2021/08262021

N-avigating  
O-pportunities to  
R-eengineer for  
T-ransformation &  
E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100  
Tel No.: (065) 212-5843  
e-mail address: zn.division@deped.gov.ph



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with a  
Sense of Urgency"