**Freedom of information Program**

Agency: **DEPARTMENT OF EDUCATION**

**Receiving Officer:** Beverly G. Berame  
**Designation:** Administrative Officer V  
**Office:** Public Assistance Action Center – Communications Division – Public Affair Service

**Receiving Office:** PAAC Office, Ground Floor, Mabini Building, DepEd Complex, Pasig City

**Contact Nos:** (02) 8636-1663 and 8633-1942  
**Email:** depedactioncenter@deped.gov.ph

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**Step 1**  
Go to [www.foi.gov.ph](http://www.foi.gov.ph) to your browser’s home address.

**Step 2**  
Click the Sign Up button and provide all the required fields. Attach a valid ID to create an account.

**Step 3**  
Once you logged-in, you will be directed to your Dashboard. The Dashboard contains all the requests done by the account owner.

**Step 4**  
Click the Make a Request button then select the Department of Education.

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**Step 5**  
You will now be directed to the Make a Request Page. Accomplish all fields then click Send My Request.

**Step 6**  
The agency will evaluate your request and will notify you within 15 working days.

**Step 7**  
The agency will prepare the information for release, based on your desired format. It will be sent to you depending on the receipt of preference.

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**Mode of Request**

- **Standard Request**  
Submit request form with ID and other necessary documents to depedactioncenter@deped.gov.ph.

- **eFOI Request**  
Lodge a request through the eFOI portal (foi.gov.ph)

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**FOI Appeals**

If you are not satisfied with the response to your FOI request, you may write to depedactioncenter@deped.gov.ph. There will be an explanation within 30 calendar days from the date when we receive your appeal.