

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

Step 1

Go to 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**.



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.



Standard Request

Mode of Request



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

OR

eFOI Request



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.



FREEDOM OF INFORMATION
PHILIPPINES

