

SPECIAL ORDER
 No. 281
 Series of 2022

SUBJECT: AMENDMENT

By virtue of the issuance of Memorandum Circular 9, series of 2017 or the Freedom of Information (FOI) Agency Manual, Special Order No. 283, series of 2021 is hereby amended so as to update the names of the following DSWD-Field Office Focal and Alternate Persons for FOI:

Field Office	Focal	Alternate
NCR	Elaine F. Fallarcuna	Carissa Reyes-Ines
CAR	Rainier C. Peña	Cris Angelo I. Aurelio
I	Lucila D. Galvez	Arnila Jamine O. Geronimo
II	Gera-flor R. Perez	Brendan Jansen L. Tangan
III	Armont C. Pecina	Atty. Jessa G. Bernardo
CALABARZON	Eden C. Flores	Gissele S. Vilorio
MIMAROPA	Kenneth M. Montenegro	Rodante G. Dulay
V	Atty. Janel Arinne F. Balista Analyn D. Sierra	Val Vincent S. Bragais Edlyn M. Bañgate
VI	May R. Castillo	Nelida J. Loria
VII	Atty. Johannes Lawrence C. Riñen	Ramonita B. Montañez
VIII	Atty. Jonalyndie B. Chua	Orville C. Berino
IX	Imelda B. Mondino	Jay H. Vallecer
X	Atty. Elaine Chesca C. Banal	Sigmund Reimund D. Tadlas
XI	Rosalinda B. Dinampo	Ivy Charette I. Linejan
XII	Dennis G. Domingo li	Nor-Alea M. Saripada
CARAGA	Aldie May A. Andoy	Marko Davey D. Reyes

The above mentioned representatives are expected to perform the following functions:

1. Monitor/Facilitate all received FOI related requests either from the DSWD FOI Decision Maker (FDM) or directly from Requesting Party on behalf of the Field Office;
2. Conduct the initial evaluation, whether to grant, deny, or transmit the request to the requesting party if there is uncertainty on the confidentiality and privileged access of the request or if the information is not maintained;

3. Ensure monitoring of timeliness of locating/retrieval of information to respond to the FOI Request within ten (10) working days upon receipt of request;
4. If requested information needs more time to retrieve, inform the requesting party, in writing, for an extension not exceeding ten (10) working days;
5. If the requested information needs further assessment and/or situated in the Central Office, forward such to the DSWD FDM;
6. Transmit the information signed by the Regional Director to the Requesting Party or DSWD FDM (if request is from the Central Office); and
7. Submit Registry and Summary Report to the FOI Receiving Officer (FRO) every 20th day after each quarter.

Issued in DSWD Central Office, Quezon City.



ROLANDO JOSELITO D. BAUTISTA
Secretary

FEB 04 2022
Date: _____

Cert. True Copy:

MYRNA H. REYES
OIC-Division Chief
Records and Archives Mgt. Division
07 FEB 2022