



Department of Social Welfare and Development
DSWD-GF-010 | REV 01 | 17 AUG 2022

DRN: SMS-CDRD-A-SO-22-10-59411-S

SPECIAL ORDER

No. 4227

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. 1683, series of 2022 is hereby amended so as to update the names of the following DSWD-OBS and Field Office Focal and Alternate Persons for FOI:

Field Office	Focal	Alternate
NCR	Malkolm Kennetthe N. Samsom	Carissa Reyes-Ines
CAR	Rainer C. Peña	Cris Angelo L. Aurelio
I	Atty. Lawrence Patrick P. Estillore	Arnila Jamine O. Geronimo
II	Gera-Flor R. Perez	Brendan Jansen L. Tangan
III	Armont C. Pecina	
CALABARZON	Mary France S. De Luna	Giselle S. Viloria
MIMAROPA	Atty. Aldrin F. Bandal	Aldin Emil M. De Leon Kenneth M. Montenegro
V	Atty. Janel Arinne F. Balista Analyn DC. Sierra	Val Vincent S. Bragais Edlyn M. Bañgate
VI	Atty. May R. Castillo	Nelida J. Loria
VII	Atty. Johannes Lawrence C. Riñen	Ramonita B. Montañez
VIII	Atty. Jonalyndie B. Chua	Ma. Charmaine C. Apelado
IX	Imelda B. Mondido	Metushelah C. Selecia
X	Justine Phillip O. Tadeo	Sigmund Reimund D. Tadlas
XI	Rosalinda B. Dinampo	Ivy Charette L. Linejan
XII	Dennis G. Domingo li	Nor-Alea M. Saripada
CARAGA	Aldie Mae A. Andoy	Marko Davey D. Reyes

OBS	Focal	Alternate
OUSA-GASSG	Aldrin James L. Guanzon	Catherine D. Valerio
OUSF-GASSG	Atty. Krishta Marie M. Rivato	Hazeline Marie D. Yadao
OASF – GASSG	Joy T. Lilagan	Harold Errol G. Macaldo
OUSLLA	Eric M. Arevalo	Bryan D. Dalma
OUS-Special Project	John Lester Q. Alos	Carlo R. Varlez
OAS-Special Project	Ann Pamela Samia	



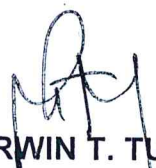
OAS – Specialized Programs	Deniel R. Uezono	Maya Melissa A. Marquez
OASDRMG	Tanya B. Galapon	Gloria C. Virtucio
PDPB	Ms. Victoria N. Navida	Jo Ann Marina D. Mendoza
SB	Marlene T. Beringuel	Alberto M. Idio Jeerameel P. Maribuhoc
DRMB	Rey E. Martija	Krystian Harold J. Javier
STB	Krizelda Grace G. Sasi	Kelzia Louise G. Enriquez
PMB	Kristel Tantan	Mizpha J. Bulala
SWIDB	Harold M. Aguilar	Jose Tiofisto M. Pacao
NRLMB	Sofia D. Mendiola	Mark Poul B. Agner
LS	Sharon A. Bumagat-Rivera	Gilbert G. Bayangos
IAS	Jenny Vi L. Alinday	Mark Anthony B. Balabbo
HRMDS	John Kenneth T. Ramores	Chrizer Mae M. Abano
ICTMS	Eldwin C. Jumao-as	Maynard C. Paguigan
AS	Engr. Villamor A. Evangelista Jr.	Renato DS Galimba III
FMS	Jodelyn F. Jocsing	Lucy A. Cayetano
DLLO	Ariane Jo R. Valderama	Garret Mauro C. Paris
AOC	Jet Rejade C. Guevarra	Rogelio Tomas L. Gutierrez
NHTO	Kayle Vinson O. Lagnas	Arianne Rose S. Agustin
SLP	Joseph H. Lagman	El Bonito B. Vista
ISSO	Christopher Ryan L. De Onon	Christian C. Mercado
KALAH-CIDSS NCDDP	Raniel A. Aragon	Joana Joy B. Jainque
4Ps	Arnold N. Dela Rosa	Edmund Gilbert B. Daruca
BangUn	Mohedin O. Dimaukom	Alvin D. Ayub

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 DSWD OBS and Field Offices.
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 or the FRO, 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).
7. Submit Registry and Summary Report to the FOI Receiving Officer (FRO) every 7th day working day after each quarter.

Issued in DSWD Central Office, Quezon City.


ERWIN T. TULFO
Secretary

Date: 07 NOV 2022

Certified True Copy

MYRNA H. REYES
OIC-Division Chief
Records and Archives Mgt. Division
18 NOV 2022