Freedom of Information Program

Agency: **DEPARTMENT OF EDUCATION**
Receiving Officer: Elsie E. Ostia
Designation: Administrative Officer IV
Office: Office of the Schools Division Superintendent –
Administrative Services – Receiving and Releasing Section
Receiving Office: DepEd Ozamiz, IBJT Compound, Carangan, Ozamiz City
Contact Nos: (088) 545-0998 and 545-0990 Email: action@depedozamiz.net

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
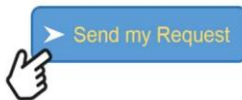the requests done by the account
owner.

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.

Mode of Request

Standard Request

Submit request form
with valid ID and other
necessary documents to
action.depedozamiz.net

or

eFOI Request

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

FOI Appeals

If you are not satisfied with the response to your FOI request, you may write to action@depedozamiz.net. There will be an explanation within 20 calendar days from the date when we receive your appeal.

FREEDOM OF INFORMATION
PHILIPPINES

DepED
DEPARTMENT OF EDUCATION

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Edu KALIDAD