



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY
Tacloban City



January 27, 2023

DIVISION MEMORANDUM

No. 642, Series of 2023

GUIDELINES IN THE DISPOSITION OF REQUESTS FOR DOCUMENT(S)/RECORD(S) IN THE POSSESSION AND/OR CUSTODY OF RECORDS SECTION OF THE SCHOOL DIVISION OF TACLOBAN CITY, INCLUDING FURNISHING OF COPIES THEREOF TO REQUESTING PARTIES

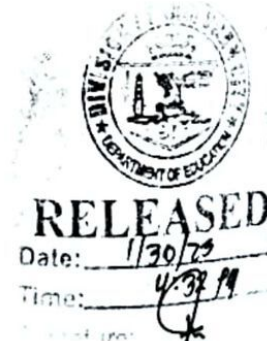
**TO: Assistant Schools Division Superintendent
CID and SGOD Chiefs
School Heads (Elementary and Secondary)
Section Heads
All Other Concerned**

1. Rationale: The Constitution recognizes the right of the people to: (a) information on matters of public concern; (b) access to official records and to documents and papers pertaining to official acts, transactions, or decisions, as well as to government research data used as basis for policy development; and (c) full public disclosure of all its transactions involving public interest. However, Republic Act No. 10173 otherwise known "An Act Protecting Individual Personal Information and Communications Systems In The Government And The Private Sector, Creating For This Purpose A National Privacy Commission, And For Other Purposes.

1.1. This being so, the Records Section frequently receives numerous requests for document(s)/record(s) from various parties. There is, however, no law governing the exercise of the right of the people and the Records Section has inadequate and fragmented guidelines governing the disposition of subject request.

1.2. This Memorandum is therefore issued to improve and to prescribe uniform guidelines in line with the School Division authority to impose reasonable regulations on the way access to information may be allowed to prevent damage or loss of document(s)/record(s).

2. Scope: These Guidelines shall cover requests for document(s)/record(s), in whatever form in the custody or possession of Records Section.



3. General Guidelines: All documents/records in the custody or possession of this Records Section by reason of their official functions shall be made accessible and available to every person in the manner provided herein during reasonable hours of working days and within the view of the custodian officer. However, the requesting party shall observe the procedures.

3.1 Any person who wishes to obtain any document(s)/record(s) shall, by himself or through his or her authorized representative, or by mail, file a letter request addressed to the Office of the Schools Division Superintendent.

3.1.1 Requesting Party. – Must provide a letter request and indicate the document(s)/record(s) requested.

3.1.2 School Division Superintendent. - The request shall be forwarded to the Office of the School Division Superintendent for approval. Such approval shall be endorsed to the Records Section for appropriate action.

3.1.3 The requesting party or his or her duly authorized representative shall present the authorization and establish his or her identity by presenting at least one (1) identification document.

3.1.4 Responsibility of Records Section. – Upon receipt of the endorsement, the records section shall observe **R.A No. 11032** otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018" that "all applications or requests submitted shall be acted upon by the assigned officer or employee within the prescribed processing time stated in the Citizen's Charter which shall not be longer than **three (3) working days in the case of simple transactions** and seven (7) working days in the case of complex transactions from the date the request and/or complete application or request was received."

4. For more information, you may visit the office of the Records Section.

5. Immediate dissemination of this Memorandum is desired.


MARIZA S. MAGAN, EdD., CESO V
Schools Division Superintendent