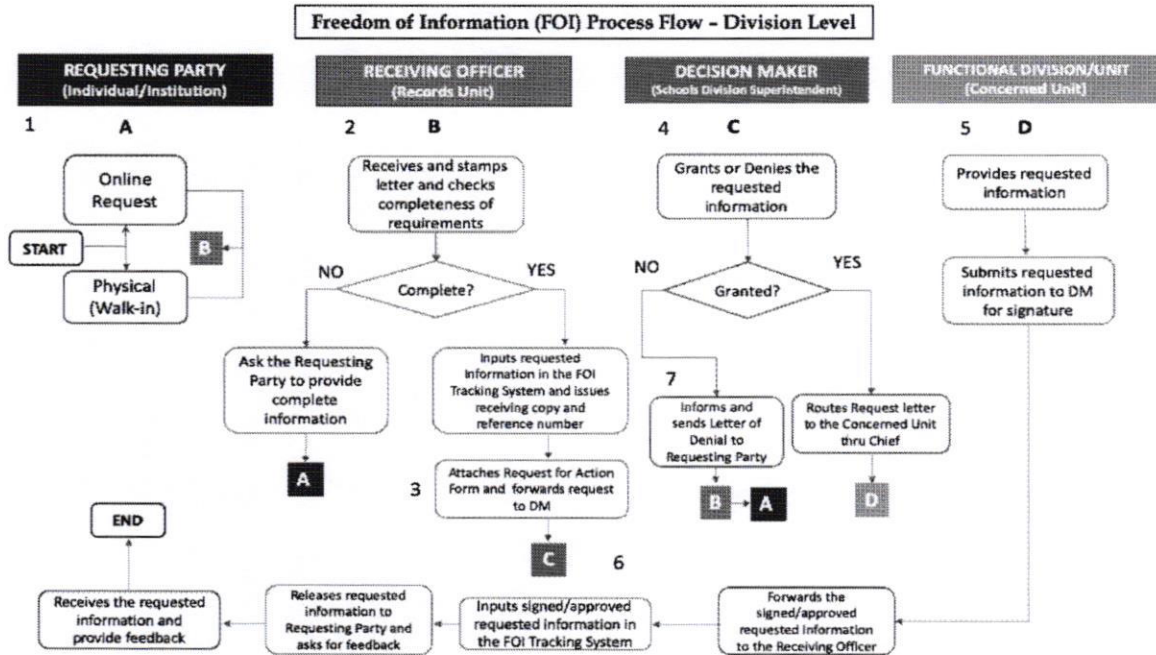


C. Division Office



1. Request for Information

The requesting party shall make a request for information by stating their name and contact information, providing proof of their identification or authorization, and reasonably describing the information requested and the reason for or purpose of the request through any of the allowable means:

- a. In writing, using the request form prescribed by the Department (See Annex "A" for request form);
- b. Through electronic mail, provided that the prescribed request form is submitted, and proof of identification is attached; and
- c. Through the eFOI portal, foi.gov.ph.

Written and electronic mails should be submitted at the Records Unit at the Schools Division Office.

In case the requesting party is unable to submit a request through the above-mentioned means, due to illiteracy or being a person with disability, the request may be done orally in person on the condition that the same requirements are provided.