



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

15 October 2025

DIVISION MEMORANDUM
No. 725 s. 2025

**ADDENDUM TO DEPED MEMORANDUM NO. 006, S. 2024 (REITERATION OF
THE FREEDOM OF INFORMATION MEMORANDUM CIRCULAR NO. 21-05
OTHERWISE KNOWN AS THE NO WRONG DOOR POLICY FOR FOI)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. For the information and guidance of all concerned, this Office hereby disseminates **DepEd Memorandum No. 095, s. 2025**, titled **Addendum to DepEd Memorandum No. 006, s 2024 (Reiteration of the Freedom of Information Memorandum Circular No. 21-05 Otherwise known as the No Wrong Door Policy for FOI)**.
2. Attached is the Memorandum for complete details.
3. Immediate dissemination and strict compliance of this Memorandum is hereby desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

HERBERT D. PEREZ
Assistant Schools Division Superintendent
Officer-in-Charge

Encl.: As stated
Reference: DepEd Memorandum No. 095, s. 2025
To be indicated in the Perpetual Index
under the following subjects:
NO WRONG DOOR POLICY

PROCESS

OSDS Admin Unit – addendum to deped memorandum no 006, s. 2024 (reiteration of the freedom of information memorandum circular no. 21-05 otherwise known as the no wrong door policy for foi.
RECIO753-006666/October 15, 2025



Republic of the Philippines
Department of Education

OCT 10 2025

DepEd MEMORANDUM
No. **095**, s. 2025

ADDENDUM TO DEPED MEMORANDUM NO. 006, s. 2024

(Reiteration of the Freedom of Information Memorandum Circular No. 21-05
Otherwise Known as the No Wrong Door Policy for FOI)

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher, and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to the Freedom of Information-Memorandum Circular (FOI-MC) No. 21-05 dated August 27, 2021, titled **Guidelines on the Referral of Requested Information, Official Record/s and Public Record/s to the Appropriate Government Agency Otherwise Known as the "No Wrong Door Policy for FOI,"** the Department of Education (DepEd) issued DepEd Memorandum (DM) No. 006, s. 2024 titled Reiteration of the Freedom of Information Memorandum Circular No. 21-05 Otherwise Known as the No Wrong Door Policy for FOI.
2. The FOI-MC No. 21-05 aims to break the prevailing **silos system** and lack of interconnection among government agencies and details a clear referral process, directing requests to the appropriate government agency for proper handling. The Department reiterates the provisions of FOI-MC No. 21-05 pending the updating provisions of DepEd Order No. 019, s. 2021 titled Revised Department of Education People's Freedom of Information Manual and Implementing Details.
3. This addendum to DM No. 006, s. 2024 provides the enclosed **No Wrong Door Policy Flowchart** on the referral process of any requested information not within the possession of the Department to the appropriate agency, to wit:

Section 4. Acceptance of request. – As a general rule, all fully compliant requests for information shall be accepted by the FOI Receiving Officer (FRO) and FOI Decision Maker (FDM). No request for information shall be denied or refused acceptance by a government office unless the reason for the request is contrary to the Constitution, pertinent laws, existing rules and regulations, or it is one of the exceptions provided under the Inventory of Exceptions.

Section 5. Process of Referral. – When the requested information is not in the possession of a government agency (government agency no. 1 or GA1), but is available in another government agency (government agency no. 2 or GA2) under the Executive Branch, the request shall be immediately referred by GA1 to GA2 through the most expeditious manner but not exceeding three (3) working days from the receipt of the request. This shall be considered as the “First Referral” and a fresh period will apply.

Referral to the appropriate government agency shall mean that another government office is the proper repository or custodian of the requested information or records, or has control over the said information or records.

If GA1 fails to refer the request within three (3) working days upon its receipt, the FRO shall act on it within the remaining period to respond pursuant to EO No. 02, s. 2016. No fresh period shall apply.

If GA1, in good faith, erroneously referred the request to GA2, the latter shall immediately notify the former as well as the requesting party, that the information requested is not available in their agency.

GA2, to whom the request was referred under the First Referral may subsequently refer the request to another government agency (government agency no. 3 or GA3) under the procedure set forth in the first paragraph of this Section. This shall be considered as the “Second Referral” and another fresh period shall apply.

Referrals under this Order shall only be limited to two (2) subsequent transfers of request. A written or email acknowledgment of the referral shall be made by the FRO of the government agency where it was referred. The requesting party shall be notified of the referral and must be provided with the reason or rationale thereof, and contact details of the government office where the request was referred.

4. All provisions stated in DM 006, s. 2024 shall remain in effect. Additionally, other related issuances, rules, regulations, and provisions that are inconsistent with this Memorandum are modified, amended, or repealed accordingly.
5. For more information, please contact the **Public Affairs Service-Public Assistance Action Center**, Ground Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at depedactioncenter@deped.gov.ph or telephone number (02) 8638-7530.
6. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:

ATTY. FATIMA LIPP D. PANONTONGAN

W Undersecretary and Chief of Staff



Encl.:

As stated

References:

DepEd Order (No. 019, s. 2021)

DepEd Memorandum (No. 006, s. 2024)

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES

INFORMATION

MANUALS

OFFICIALS

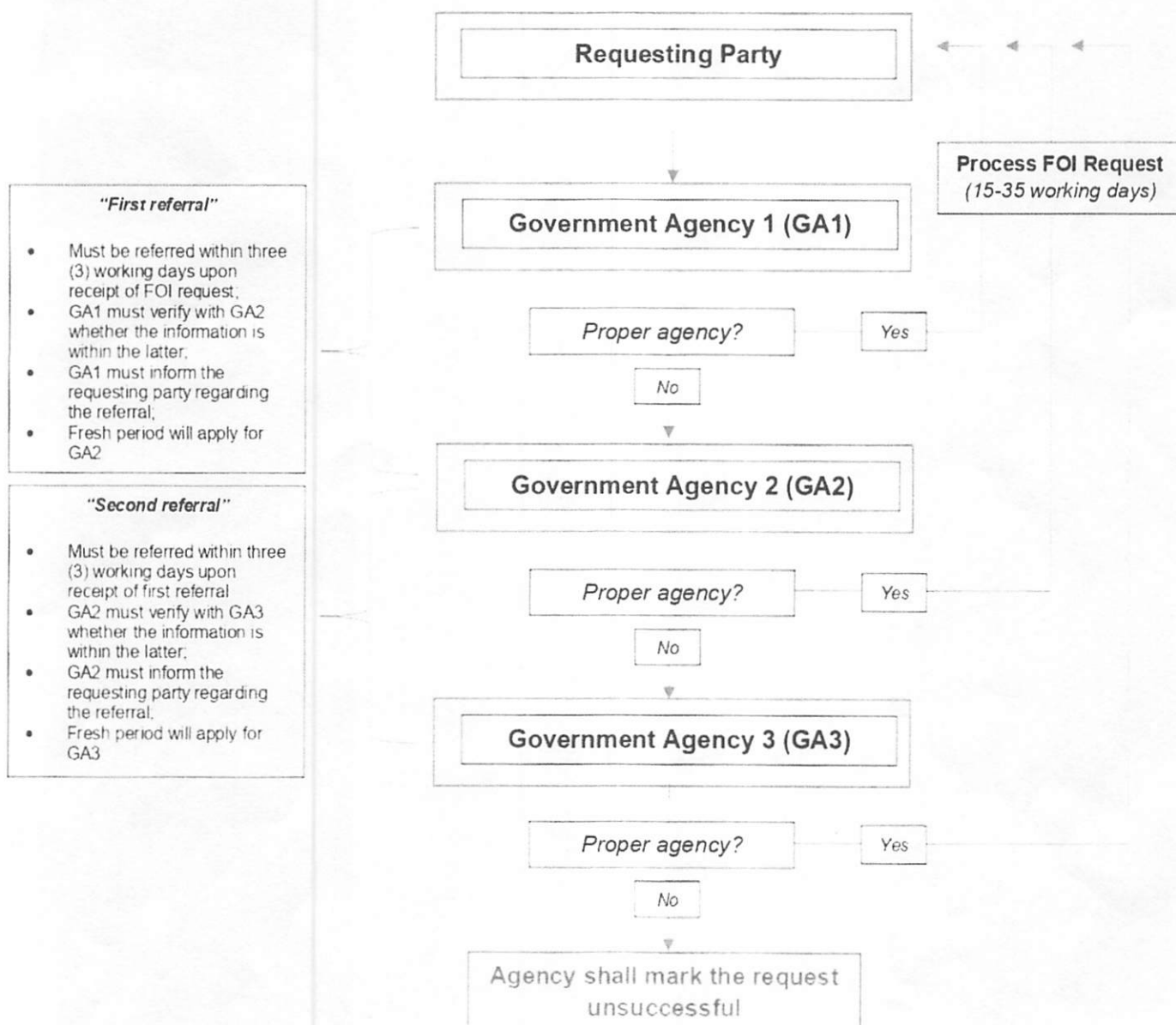
PROGRAMS

RECORDS

REPORTS



NO WRONG DOOR POLICY FLOWCHART



NOTE:

If GA1 fails to refer the request within three (3) working days upon its receipt, the FOI Receiving Officer (FRO) shall act on it within the remaining period to respond pursuant to EO No. 2, s. 2016. No fresh period shall apply.