



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

March 14, 2022

DIVISION MEMORANDUM

NO. 121, s. 2022

**PREPARATIONS FOR AND CONDUCT OF VISITS OF THE OFFICE
OF THE UNDERSECRETARY FOR ADMINISTRATION**

To: **OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors/PS District Supervisor
Elementary and Secondary School Heads
This Division**

1. In connection with the enclosed OUA Memo 00-1020-0169 from the Office of the Undersecretary for Administration, this Office directs all schools and personnel to adhere to the provisions cited therein.
2. Relatively, all schools in this division are directed to continue with their preparation for the resumption of limited face-to-face classes. It is also imperative that preparation includes anticipation of monitoring teams and visitors from DepEd Central and Regional Offices.
3. It is stressed that preparations for and conduct of official visits by the DepEd CO, RO and to include the officials from the Office of the Undersecretary for Administration (OUA) shall observe austerity measures and adherence to the policy of conducting simple and frugal undertakings.
4. This Office shall adhere to the Equal Opportunity Principle (EOP) in the steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
5. For strict compliance and immediate dissemination.


OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

OASDS/DLL



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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-1020-0169

MEMORANDUM

20 October 2020

For: **Regional Directors
Schools Division Superintendents
ESSD and SGOD Chiefs
PSDS, Principals and School Heads
All Others Concerned**

Subject: **PREPARATIONS FOR AND CONDUCT OF VISITS OF THE
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION**

The Office of the Undersecretary for Administration (OUA) hereby enjoins all Regional and Division Offices, schools, and all concerned to **strictly observe simple preparations for and conduct of official visits** of officials from the Department of Education, particularly from the Office of the Undersecretary for Administration (OUA).

In keeping official visits, school monitoring, and inspections as simple as possible, the following are **strictly prohibited**:

- printing of tarpaulins and streamers announcing the visit,
- printing of colorful and costly programmes and invitations,
- giving of leis, gifts or tokens to officials and guests, and
- lavish catering to feed visitors.

This is in line with the Department's mandate to **observe austerity measures** and the OUA's **policy of simple and frugal undertakings**. Water, juice or coffee are instead recommended for official visits. Moreover, use of single-use plastics, plates, and utensils are also prohibited.

The Department should be mindful of expenses during official visits and set a good example through these simple preparations.

For strict compliance and immediate dissemination.


ALAIN DEL B. PASCUA
Undersecretary



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS),
Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support