



Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

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DIVISION MEMORANDUM

No. 429, s. 2020

TO : Assistant Schools Division Superintendent
 Chief Education Supervisors – SGOD and CID
 Public Elementary and Secondary School Head
 All Others Concerned

FROM : 
 VICTORIA V. GAZO
 Schools Division Superintendent

DATE : October 29, 2020

SUBJECT: **DISSEMINATION OF OUA MEMO 00-1020-0169 RE: PREPARATIONS FOR AND CONDUCT OF VISITS OF THE OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION**

In line with the Department's mandate to observe austerity measures and the OUA's **policy of simple and frugal undertakings**. This Office informs the field to strictly observe simple preparations during the visit of DepEd Officials to conduct school monitoring, inspection and other activities.

The following preparations 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 guest, and
- lavish catering to feed visitors
- single-use plastics, plates and utensils.

For strict compliance.

Enclosed: As stated

TO BE POSTED IN THE WEBSITE



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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 DELA CRUZ 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 Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO))

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