



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

OM 2021-02-072  
DEPED MALAYBALAY CITY DIVISION  
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**DIVISION MEMORANDUM**

No. 072, s. 2021

**TO :** Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned  
This Division

**FROM :** VICTORIA V. GAZO, PhD, CESO V  
Schools Division Superintendent *V*

**DATE :** February 17, 2021

**SUBJECT :** DISSEMINATION OF OUA MEMO 00-0221-0121, re: OUA  
INSPECTION AND MONITORING TEAMS

1. This Office disseminates the herein OUA Memo 00-0221-0121, re: OUA Inspection and Monitoring Teams.
2. Before every inspection, the OUA-IMT will communicate through an OUA Memorandum indicating the proposed itinerary and members of the Inspectorate Team.
3. Should there be queries, contact **Rosalio P. Arangco**, Education Program Supervisor, SGOD at **0917 159 4825**.



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0221-0121**  
**MEMORANDUM**  
15 February 2021

**For: OUA Strand Directors and Division Chiefs**  
**Regional Directors**  
**Schools Division Superintendents**  
**Public Elementary and Secondary School Heads**

**Subject: OUA INSPECTION AND MONITORING TEAMS**

The Office of the Undersecretary for Administration (OUA), in order to more accurately assess the performance and implementation of its major programs in the field, will be deploying the OUA Inspection and Monitoring Teams (OUA-IMT).

The OUA-IMT is tasked to:

1. Monitor the Implementation of the Strand's programs and projects in the field, and conduct delivery inspections (including but not limited to the School Building Program, School-Based Feeding Program, DepEd Computerization Program, etc.);
2. Conduct dialogues and meetings with regional and division staff counterparts and school principals and focal teachers to identify issues and concerns on the ground and generate recommendations to further improve program/project implementation and processes;
3. Discuss status of implementation of OUA policies including participation of regional and division offices to the NTF-ELCAC;
4. Conduct dialogues and meetings with partners, local government units and regional/local offices of national government agencies, as necessary; and
5. Submit Inspection and Monitoring Report (IMR) to OUA and the concerned CO Bureaus/Division

Before every Inspection, the OUA-IMT will communicate through an Office Memorandum indicating the proposed itinerary and members of the Inspection Team.



Scan this QR Code to view Videos and Magazines of Major Programs



**Office of the Undersecretary for Administration (OUA)**



*(Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO))*

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207  
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

Team. All Regional and Division Offices are enjoined to assign a focal person to act as coordinator and to assist and accompany the team throughout the Inspection.

Attached is a copy of the OUA-IMT guidelines for reference.

For information and appropriate action.

  
  
**ALAIN DEL B. PASCUA**  
Undersecretary



OUAD00-0221-0121  
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## **OUA INSPECTION AND MONITORING TEAMS (OUA-IMT)**

### **A. Composition.**

The OUA will create and deploy Inspection Monitoring Teams (IMTs) to be composed of the following:

1. Head of Party to be assigned by OUA and will be indicated in the Travel Authority
2. OUA Staff
3. Central Office Bureau/Service/Division Program/Project Holder
4. Regional Office Staff (to be designated by the Regional Director)
- ~~5.~~ Division Office Staff (to be designated by the School Division Superintendent)

### **B. Duties and Responsibilities.**

The OUA-IMT will have the following functions:

1. Monitor the implementation and monitoring of programs and projects under OUS strand such as but not limited to the following:
  - (i) School Building, Furniture, Gabaldon Restoration
  - (ii) School-Based Feeding Program
  - (iii) School Clinic, Health Care Program
  - (iv) Sports Facilities, Sports Equipment
  - (v) School in a Garden, Gulayan Program
  - (vi) Disaster Response and Restoration Program
  - (vii) ICT/DCP Program
  - (viii) ELCAC Participation
2. Inspect deliveries and compliance to specifications of the abovementioned programs and projects;
3. Conduct dialogues and meetings with regional and division staff counterparts and school principals and focal teachers to identify issues and concerns on the ground and generate recommendations to further improve program/project implementation and processes;
4. Discuss status of implementation of OUA policies including participation of regional and division offices to ELCAC;
5. Conduct dialogues and meetings with partners, local government units and regional/local offices of national government agencies, as necessary, and
6. Submit Inspection and Monitoring Report (IMR) to OUA and



concerned CO Bureaus/Division

**C. Process Flow for Inspection and Monitoring (IM).**

The following process flow shall be observed:

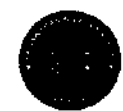
1. Communicate through Memorandum or Letter from OUA to the Concerned Regional Directors and SDS on the conduct of IM indicating the (i) Itinerary and Agenda, (ii) Head of Party, and (iii) IMT Members;
2. The Regional or Division Offices shall designate their respective representatives to assist and guide the IMT based on the approved itinerary. If there are changes on the itinerary, the Head of Party shall inform the representatives of regional and division offices accordingly.
3. The IMT shall observe health protocols in accordance with IATF, DepED Guidelines and LGU Guidelines on COVID-19;
4. The IMT shall debrief the regional/division offices on the initial results of inspection and monitoring prior to departure of the IMT for levelling and getting further inputs and feedback; and
5. The IMT shall submit report to OUA within three days after the activity.

**D. Funding**

The funds for the inspection monitoring activities shall be sourced from respective budget of the Bureaus, Services and Divisions at the Central Office, Regional Office, Division Offices and Schools, particularly those downloaded as program or learner support funds. The OUA may also provide funding as necessary

**E. Effectivity.**

This Memorandum shall take effect on the date of issue and shall be valid until revoked or amended.



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