



Republic of the Philippines  
**Department of Education**  
 REGION X- NORTHERN MINDANAO  
 Division of Malaybalay City

DM-2022-01-003  
 DEPED MALAYBALAY CITY DIVISION  
 RELEASED  
 DATE: 10:15 AM  
 BY: JAN 04 2022

**DIVISION MEMORANDUM**

No. 003, s. 2022

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

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

Date: January 3, 2022

**SUBJECT: INQUIRY ON THE PROBLEMS, LIMITATIONS, ISSUES AND CONCERNS OF THE ADMINISTRATION STRAND'S FIELD COORDINATORS**

1. Pursuant to MEMORANDUM OUA MEMO 00-1221-0133, Division and School Coordinators of the Administrative services, Information and Communication Technology office, Bureau of Learner Support Services and Disaster Risk Reduction and Management section are required to fill out the online form in the link provided in the enclosed memorandum.
2. Queries relative to this can be relayed to **RIA K. ALCUIZAR**, Senior Education Program Specialist – Planning and Research at **09271501978**.





Republika ng Pilipinas

# Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-1221-0133**

## MEMORANDUM

03 December 2021

**For: Regional Directors and BARMM Education Minister  
Schools Division Superintendents  
School Heads  
Regional, Division and School Coordinators  
(Administration Strand)**

**Subject: INQUIRY ON THE PROBLEMS, LIMITATIONS, ISSUES AND CONCERNS OF THE ADMINISTRATION STRAND'S FIELD COORDINATORS**

The Office of the Undersecretary for Administration (OUA) aims to determine the current problems, limitations, issues and concerns in the implementation of policies as well as the programs, projects and activities (PPAs) under its strand.

The OUA also wants to find out the important matters and duties that need to be addressed, initiated or reported to the next administration.

For these reasons, the OUA directs all Regional, Division and School Coordinators of its PPAs to **fill out the online form** containing related questions for their governance levels.

Please refer to the following details:

Designation	Google Form Link
Regional Coordinators	<a href="https://bit.ly/OUAConcerns_RegionalCoordinators">https://bit.ly/OUAConcerns_RegionalCoordinators</a>
Division Coordinators	<a href="https://bit.ly/OUAConcerns_DivisionCoordinators">https://bit.ly/OUAConcerns_DivisionCoordinators</a>
School Coordinators	<a href="https://bit.ly/OUAConcerns_SchoolCoordinators">https://bit.ly/OUAConcerns_SchoolCoordinators</a>

**Note:** The links must be **copied** from the table above and **pasted** on the internet browser for coordinators to gain access to the Google Form.

Moreover, all personnel concerned are encouraged to state their recommended solution/s to the given situation/s.

### 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)]*

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 @depeditayo



If there are predicaments that have been worked out, kindly recount the experience/s encountered, so that the OUA may draw insights and adopt the best practices and remedies used to further improve the overall performance of DepEd.

Kindly accomplish the online form not later than **January 7, 2022**.

The responses of field coordinators will be beneficial to the incumbent and next administration in their deliberations and decision-making process.

The inputs will also enable the incoming education leaders to offer more, upgraded services to their one and only constituent – the learners.

For more information, queries and concerns on this subject, please contact the OUA through email at [usec.admin@deped.gov.ph](mailto:usec.admin@deped.gov.ph) .

For strict compliance.



**ALAIN DEL B. PASCUA**  
Undersecretary



OUAD00-1221-0-133  
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