



2022-48694

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

PM -2022-02-141  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
MAR 11 2022 TIME: 9:10  
BY: [Signature]

**DIVISION MEMORANDUM**

No. 141, s. 2022

**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 [Signature]

**DATE :** March 10, 2022

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

1. This Office disseminates the herein OUA Memo 00-1020-0169 Memorandum, re: Preparations for and Conduct of Visits of the Office of the Undersecretary for Administration which is self-explanatory.

2. In keeping official visits, school monitoring, and inspection 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.

3. Should there be queries, contact Rosalio P. Arangco, Education Program Supervisor, SGOD at 0917 159 4825.





2022-48644



OJAD00-1020-0169  
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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OJA 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 (OJA) 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 (OJA).

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 OJA'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 B. PASCUA**  
Undersecretary



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

*[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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