




Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF OCCIDENTAL MINDORO

LET-ED OCCIDENTAL MINDORO
RELEASED
DATE: JAN 10 2022
DIVISION OFFICE
MAMBURAO

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM 000006

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


FROM: LYNN G. MENDOZA
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

**SUBJECT: GUIDELINES IN REQUESTING FOR RECORDED/VIDEO AND
WRITTEN MESSAGES FROM THE OFFICE OF THE
UNDERSECRETARY FOR FINANCE**

DATE: January 7, 2022

Attached is a Memorandum from the Office of the Regional Director, dated January 5, 2022 regarding the Guidelines in requesting for Recorded/Video and Written Messages from the Office of the Undersecretary for Finance.

For information and compliance.

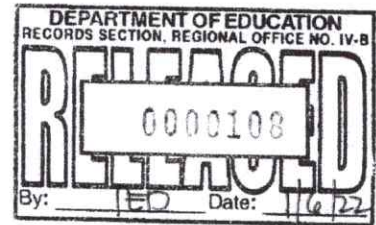
SGOD/ANP



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☎ 0906-550-1840/0929-630-1538
✉ occidental.mindoro@deped.gov.ph
📘 DepEd Tayo Occidental Mindoro/DepEd Occidental



Republic of the Philippines
Department of Education
MIMAROPA REGION



Office of the Regional Director

MEMORANDUM

TO : **SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL CHIEFS & HEADS OF DIVISIONS,
SECTIONS & UNITS**

FROM : **NICOLAS T. CAPULONG, PHD., CESO III**
Director IV
Regional Director

SUBJECT : **GUIDELINES IN REQUESTING FOR RECORDED/VIDEO
AND WRITTEN MESSAGES FROM THE OFFICE OF THE
UNDERSECRETARY FOR FINANCE**

DATE : **January 5, 2022**

Relative to DepEd Memorandum OUF-2022-0002 dated January 3, 2022 signed by DepEd Undersecretary Annalyn M. Sevilla, here are some guidelines in requesting for Recorded/Video and Written Messages of the DepEd Undersecretary:

1. Requests for Recorded/Video and/or Written Messages should be sent to the Office of the Undersecretary for Finance **at least two (2) weeks prior the event** to give ample time for scheduling, preparation of materials (messages), recording and editing.
2. Request letter with complete contact information shall be sent thru email at usec.financebpm@deped.gov.ph. Attached to the request letter are the following information:
 - a. Event background (theme, objectives, etc)
 - b. Talking points (what the audience expects to hear from the Undersecretary)
 - c. Preferred language (English or Tagalog)
 - d. List of people to be acknowledged
3. Early and timely submission of requests are much appreciated. **LAST MINUTE REQUESTS SHALL NOT BE ENTERTAINED.**

For information and strict compliance.

ORD-PAU/STL | TRACKING No.:



Meralco Avenue corner St. Paul Road, Pasig City
Telephone No.: (02) 8631 4070 | Email Address: mimaropa.region@deped.gov.ph

SG00 -
Print 1:24 pm
1/7/2022



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM
OUF-2022-0002

For: Undersecretaries
Assistant Secretaries
Regional Directors and BARMM Minister
Bureau and Service Directors
School and Divisions Superintendents
Division and Chiefs and Heads of Office
All Others Concerned

Subject: REQUESTS FOR RECORDED/VIDEO AND WRITTEN MESSAGES
FROM THE OFFICE OF THE UNDERSECRETARY

Date: January 3, 2022

In relation to the Memorandum issued by the Office of the Secretary (OSec) on July 19, 2021 *Guidelines on the request for video and written messages*, the Office of the Undersecretary for Finance releases similar guidelines for requests for recorded video and/or written messages from the Undersigned:

1. Requests for recorded/video and/or written messages should be sent to the Office of the Undersecretary for Finance at least two (2) weeks prior to the event date. This will give ample time for scheduling, preparation of materials (messages), recording and editing.
2. The following information shall be submitted together with the request letter. It should include the facts/figures and other relevant information.
 - a. Event background (theme, objectives, etc)
 - b. Talking points (what the audience expects to hear from the Undersecretary)
 - c. Preferred language (English or Tagalog)
 - d. List of people to be acknowledged
3. Request letter with complete information as indicated above should be sent via e-mail at usec.financebpm@deped.gov.ph
4. Early and timely submission of requests are much appreciated. Last minute requests shall not be entertained.

For information and compliance.


ANNALYN M. SEVILLA
Undersecretary