



Republic of the Philippines
Department of Education
MIMAROPA REGION

SCHOOLS DIVISION OF OCCIDENTAL MINDORO


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Office of the Schools Division Superintendent

DIVISION MEMORANDUM

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To : OIC-Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
All Others Concerned

From: 
LYNN G. MENDOZA
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Subject: REITERITATING MEMORANDUM OUA MEMO 00-1020-0169
(PREPARATION FOR AND CONDUCT OF VISITS OF THE OFFICE OF
THE UNDERSECRETARY FOR ADMINISTRATION)

Date: March 18, 2022

Attached are the Regional Memorandum from the Office of the Regional Director, Dr. Nicolas T. Capulong, CESO III, dated March 11, 2022, and Memorandum OUA MEMO 00-1020-0169, with the same subject, Preparation for and Conduct of Visits of the Office of the Undersecretary for Administration, reminding all to observe austerity measures and simple preparations for the official visit.

Although there is no scheduled visit yet, it is expected that schools and districts shall strictly adhere to some prohibitions stipulated in the memoranda, as:

- printing of tarpaulins and streamers announcing the visit
- printing of colourful and costly programmes and invitations
- giving of leis, gifts or tokens to officials and guests, and
- lavish catering to feed visitors.

Wide dissemination of this Memorandum is highly desired.

ASDS Office_rsm/03.18.2022



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Republic of the Philippines
Department of Education
MIMAROPA REGION



Office of the Assistant Regional Director

MEMORANDUM

TO: **SCHOOLS DIVISION SUPERINTENDENTS
ESSD and SGOD CHIEFS
PSDS, PRINCIPALS and SCHOOL HEADS
ALL OTHERS CONCERNED**

FROM: *for: Emmanuel Medina*
NICOLAS T. CAPULONG, Ph.D., CESO III
Director IV
Regional Director

SUBJECT: **PREPARATIONS FOR AND CONDUCT OF VISITS OF THE
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION**

DATE: **MARCH 11, 2022**

Enclosed is a copy of the Memorandum OUA MEMO 00-1020-0169 relative to the preparations for and conduct of visits of the Office of the Undersecretary for Administration.

To observe austerity measures, all Regional and Division Offices, Schools and all concerned shall strictly observe simple preparations for and conduct of official visits.

For strict compliance and immediate dissemination.

AD/ACM



Meralco Avenue corner St. Paul Road, Pasig City



OUA000-1020-0169
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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 DEL B. 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