



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





Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

000351

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

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

**Subject:** **PROTOCOLS & GUIDELINES ON SENDING REQUESTS FOR COURTESY VISIT, MESSAGE AND VIDEO, AND INVITATIONS FOR EVENTS AND MEETINGS ADDRESSED TO THE SECRETARY**

**Date:** **September 23, 2022**

Attached is the Memorandum from the Office of the Regional Director, Nicolas T. Capulog, PhD, CESO III, dated September 16, 2023, with the same subject, contents of which are self-explanatory.

The memorandum reiterates the issuance from the Office of the Vice-President and Secretary Sara Z. Duterte advising all to observe the protocols. Thus, registration of an account through the link: <http://ovp.scheduler.ph>, and completing the steps therein are required. To check the status of the request, the requesting party is asked to log in to the account in the OVP Scheduler. No follow-up in any form shall be entertained except through the OVP Scheduler.

The protocol is observed to systematically and effectively arrange the schedule, and to ensure that there will be no overlaps on the schedule of the Office of the Vice President and the Office of the Secretary of the Department of Education.

Please be guided accordingly.

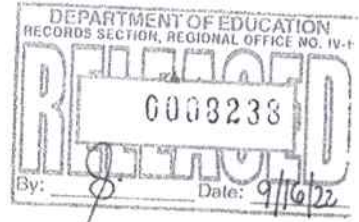
ASDSOffice/rsm/09.23.2022



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Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION



Office of the Regional Director

**MEMORANDUM**

**TO :** OIC-ASST. REGIONAL DIRECTOR  
SCHOOLS DIVISION SUPERINTENDENTS  
ASST. SCHOOLS DIVISION SUPERINTENDENTS  
ALL REGIONAL PERSONNEL

**FROM :** *N. T. Capulong*  
NICOLAS T. CAPULONG, PhD, CESO III  
DIRECTOR-IV  
REGIONAL DIRECTOR

**SUBJECT :** PROTOCOLS & GUIDELINES ON SENDING REQUESTS FOR  
COURTESY VISIT, MESSAGE AND VIDEO, AND  
INVITATIONS FOR EVENTS AND MEETINGS ADDRESSED  
TO THE SECRETARY

**DATE :** September 16, 2022

Per Memorandum signed by Vice President and Secretary Sara Z. Duterte dated August 1, 2022, this Office reiterates the **Protocols and Guidelines on Sending Requests for Courtesy Visit, Message and Video, and Invitations for Events and Meetings addressed to the Secretary.**

In order to systematically and effectively arrange the schedule and ensure that there will be no overlaps, the OVP Scheduler shall process all invitations and requests lodged to both the Office of the Vice President (OVP) and the Office of the Secretary (OSEC).

In connection with this, kindly register an account with the OVP Scheduler through this link: <http://ovp.scheduler.ph>, then follow and complete the steps provided in the link. To check the status of your request, please log in to your account in the OVP Scheduler. No follow-up of any form shall be entertained except in the OVP Scheduler.

Please be guided accordingly.

ORD-PAU/STL | TRACKING No.:



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