



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

March 10, 2022

DIVISION MEMORANDUM

No. 122 , s. 2022

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

To: **OIC, Office of the Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is a copy of the OUA Memo 00-1020-0169 dated October 20, 2020, titled "**PREPARATIONS FOR AND CONDUCT OF VISITS OF THE OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION**".
2. Immediate and wide dissemination of this memorandum are desired.


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Schools Division Superintendent

PYM/mtb



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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



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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)]

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