




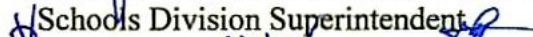
Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

RELEASE
SDO-DAGUPAN
BY:
DATE 03/15/22
TRACKING NO. 1387

DIVISION MEMORANDUM

No. 15 s. 2022

TO: Asst. Schools Division Superintendent
Chiefs, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Public School Principals/SHs (Elem & Sec)
All others concerned

FROM: 
AGUEDO C. FERNANDEZ, CESO V
S/ Schools Division Superintendent 

DATE: March 14, 2022

SUBJECT: SIMPLE PREPARATION DURING OFFICIAL SCHOOL VISITS

1. As per OUA Memo 00-1020-0169 Re: Preparations and Conduct of Visits, the Schools Division Office will **strictly observe simple preparation** during official school visits by the SDO Composite Team and other DepEd officials.
2. Copy of the memorandum is herein attached.
3. Immediate and widest dissemination of this memorandum is desired.



Address: DepEd SDO, Burgos St., Dagupan City
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Email Address: dagupan.city@deped.gov.ph



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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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