



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

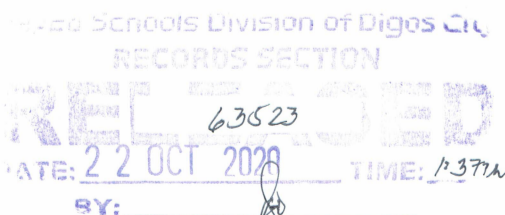
DIVISION MEMORANDUM
No. 507, s. 2020




October 21, 2020

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID&SGOD)
Public Schools District Supervisors
Concerned Schools Division Office Personnel
All School Heads
All Others Concerned

1. In reference to OUA Memorandum No. 00-1020-0169, s. 2020 entitled "Preparations for Conduct of Visits of the Office of the Undersecretary for Administration", the field is hereby informed that the preparations for and conduct of official visits of officials from the Department of Education, particularly from the Office of the Undersecretary for Administration (OUA) shall be **strictly simple**.
2. 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 programs and invitations;
 - Giving of leis, gifts or tokens to officials and guests; and
 - Lavish catering to feed visitors.
3. This is 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.
4. Immediate dissemination of this Memorandum is enjoined.




CRISTY C. EPE
Schools Division Superintendent  



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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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