



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

March 12, 2021

DIVISION MEMORANDUM
No. 175, s. 2021

COMPOSITION OF THE DIVISION OUA INSPECTION AND MONITORING TEAM

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Reyzen Monserate (PDO I)
Engr. Helen Franconas (Engineer III)
Hazel Marie Escabillas (Nurse II)
Ireene Dandoy (Nurse II)
Stephen Pascual (IT Officer)
Airon Alejandro (Planning Officer III)
Eleser Mateo (EPS II)
Peter Jason Senarillos (SEPS)

1. Pursuant to the Unnumbered Regional Memorandum dated March 4, 2021 and Memorandum 00-0221-0121 from the Office of the Undersecretary for Administration (OUA) titled "OUA Inspection and Monitoring Teams", this Office informs the field of the composition of the Division OUA Inspection and Monitoring Team:


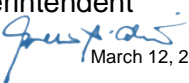
OUA Focal: Reyzen O. Monserate

Members:

1. Engr. Helen Franconas
2. Hazel Marie Escabillas
3. Ireene Dandoy
4. Stephen Pascual
5. Airon Alejandro
6. Eleser Mateo
7. Peter Jason Senarillos

2. The main objective of the employment of the deployment of OUA Inspection and Monitoring Teams (OUA-IMT) is to accurately assess the performance and implementation of its major programs in the field. Attached is a copy of OUA-IMT guidelines for reference.
3. Immediate and wide dissemination of this Memorandum is desired.




CRISTY C. EPE
Schools Division Superintendent

March 12, 2021





Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Regional Director
 MEMORANDUM

To : Assistant Regional Director
 Schools Division Superintendents

Subject: OUA INSPECTION AND MONITORING TEAMS

Date : March 4, 2021

Attached is a copy of Memorandum 00-0221-0121 from the Office of the Undersecretary for Administration (OUA) informing this Office of the OUA Inspection and Monitoring Teams.

The main objective of the deployment of OUA Inspection and Monitoring Teams (OUA-IMT) is to accurately assess the performance and implementation of its major programs in the field.

The specific tasks of the said teams are clearly stipulated in paragraph 2, items 1-5 of the attached Memorandum.

Before every inspection, the OUA-IMT will communicate through a Memorandum indicating the proposed itinerary and members of the Inspection Team.

This Office and all Schools Division Offices (SDOs) are enjoined/advised to assign a focal person to act as coordinator and to assist and accompany the team throughout the inspection.

Further, attached is a copy of the OUA-IMT guidelines for reference.

In view of this, you are hereby advised to submit to the Office of the Regional Director, attention: Dr. Warlito E. Hua, Chief, ESSD, the names of the assigned Focal Person/s who will assist the OUA-IMT, on or before March 11, 2021.

ALLAN G. FARNAZO
 Director IV

Enclosed: As stated.
 ROE2/ajm

DEPARTMENT OF EDUCATION
 RECORDS SECTION
RELEASED

By: _____

Date: 3-11-21 Time: 10:18

0721-1009



Address: F. Torres St., Davao City (8000)
 Telephone Nos.: (082) 291-1665; (082) 221-6147



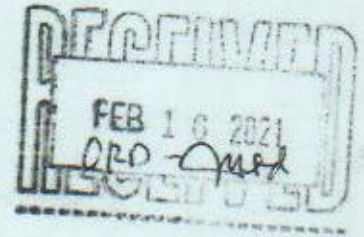
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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim



OUA MEMO 00-0221-0121
MEMORANDUM
15 February 2021

For: OUA Strand Directors and Division Chiefs
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads

Subject: OUA INSPECTION AND MONITORING TEAMS

The Office of the Undersecretary for Administration (OUA), in order to more accurately assess the performance and implementation of its major programs in the field, will be deploying the OUA Inspection and Monitoring Teams (OUA-IMT).

The OUA-IMT is tasked to:

1. Monitor the Implementation of the Strand's programs and projects in the field, and conduct delivery inspections (including but not limited to the School Building Program, School-Based Feeding Program, DepEd Computerization Program, etc.);
2. Conduct dialogues and meetings with regional and division staff counterparts and school principals and focal teachers to identify issues and concerns on the ground and generate recommendations to further improve program/project implementation and processes;
3. Discuss status of implementation of OUA policies including participation of regional and division offices to the NTF-ELCAC;
4. Conduct dialogues and meetings with partners, local government units and regional/local offices of national government agencies, as necessary; and
5. Submit Inspection and Monitoring Report (IMR) to OUA and the concerned CO Bureaus/Division

Before every Inspection, the OUA-IMT will communicate through an **OUA Memorandum** indicating the proposed itinerary and members of the Inspection



Office of the Undersecretary for Administration (OUA)

(Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO))

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Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo



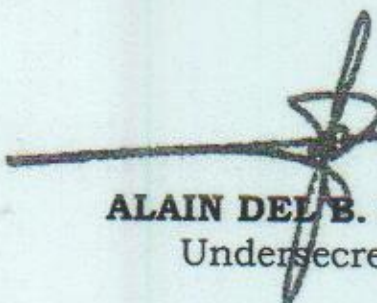
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Videos and Magazines
of Major Programs



Team. All Regional and Division Offices are enjoined to assign a focal person to act as coordinator and to assist and accompany the team throughout the Inspection.

Attached is a copy of the OUA-IMT guidelines for reference.

For information and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



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OUA INSPECTION AND MONITORING TEAMS (OUA-IMT)

A. Composition.

The OUA will create and deploy Inspection Monitoring Teams (IMTs) to be composed of the following:

1. Head of Party to be assigned by OUA and will be indicated in the Travel Authority
2. OUA Staff
3. Central Office Bureau/Service/Division Program/Project Holder
4. Regional Office Staff (to be designated by the Regional Director)
5. Division Office Staff (to be designated by the School Division Superintendent)

B. Duties and Responsibilities.

The OUA-IMT will have the following functions:

1. Monitor the implementation and monitoring of programs and projects under OUS strand such as but not limited to the following:
 - (i) School Building, Furniture, Gabaldon Restoration
 - (ii) School-Based Feeding Program
 - (iii) School Clinic, Health Care Program
 - (iv) Sports Facilities, Sports Equipment
 - (v) School in a Garden, Gulayan Program
 - (vi) Disaster Response and Restoration Program
 - (vii) ICT/DCP Program
 - (viii) ELCAC Participation
2. Inspect deliveries and compliance to specifications of the abovementioned programs and projects;
3. Conduct dialogues and meetings with regional and division staff counterparts and school principals and focal teachers to identify issues and concerns on the ground and generate recommendations to further improve program/project implementation and processes;
4. Discuss status of implementation of OUA policies including participation of regional and division offices to ELCAC;
5. Conduct dialogues and meetings with partners, local government units and regional/local offices of national government agencies, as necessary, and
6. Submit Inspection and Monitoring Report (IMR) to OUA and



concerned CO Bureaus/Division

C. Process Flow for Inspection and Monitoring (IM).

The following process flow shall be observed:

1. Communicate through Memorandum or Letter from OUA to the Concerned Regional Directors and SDS on the conduct of IM indicating the (i) Itinerary and Agenda, (ii) Head of Party, and (iii) IMT Members;
2. The Regional or Division Offices shall designate their respective representatives to assist and guide the IMT based on the approved itinerary. If there are changes on the itinerary, the Head of Party shall inform the representatives of regional and division offices accordingly.
3. The IMT shall observe health protocols in accordance with IATF, DepED Guidelines and LGU Guidelines on COVID-19;
4. The IMT shall debrief the regional/division offices on the initial results of inspection and monitoring prior to departure of the IMT for levelling and getting further inputs and feedback; and
5. The IMT shall submit report to OUA within three days after the activity.

D. Funding

The funds for the inspection monitoring activities shall be sourced from respective budget of the Bureaus, Services and Divisions at the Central Office, Regional Office, Division Offices and Schools, particularly those downloaded as program or learner support funds. The OUA may also provide funding as necessary

E. Effectivity.

This Memorandum shall take effect on the date of issue and shall be valid until revoked or amended.



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