



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

August 8, 2022

DIVISION MEMORANDUM
No. 546, s. 2022

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


To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Public Schools District Supervisors
Education Program Supervisors
All Public and Private Elementary and Secondary School Heads
All Others Concerned

1. This is in reference to Unnumbered DepEd Memorandum issued on August 1, 2022 duly signed by Vice President and DepEd Secretary Sara Z. Duterte re: **Protocols and Guidelines on Sending Requests for Courtesy Visit, Message and Video, and Invitations for Events and Meetings Addressed to the Secretary.**
2. The Office of the Vice President (OVP) and Office of the Secretary OSEC are advocating for a less-paper workplace and are currently using an automated program that arranges their schedule. In order to systematically and effectively arrange the schedule and ensure that there will be no overlaps, the OVP Scheduler is processing all invitations to events/requests for messages lodged to both the OVP and OSEC.
3. In view of the rising volume of requests and invitations received by the OSEC, the following procedures are hereby issued to guide the offices in submitting requests for courtesy visit, message and video, and invitations to events and meetings addressed to the Honorable Secretary.
4. To request for a courtesy visit, schedule a meeting, send an invitation, request for a video, audio or souvenir message, the following procedures shall be followed:
 - a. Register an account with the OVP Scheduler through this link: <http://ovp.scheduler.ph>.
 - b. Once the sign-up has been completed, the verification link would be sent to the registered email address. It is to note, however, that the email may be in the spam or updates folder. Subsequently, click the highlighted text to verify the OVP scheduler account.
 - c. Fill out the remaining details to complete the process.
 - d. Upload the letter or invitation by dragging it into the file upload bar or manually click the "browse files" button to select the file to be uploaded.



- e. Once the request has been submitted, the status of the request will reflect in the account of the requestor.
 - f. To check the status of the request, you need to log in to the scheduler. All subsequent follow-ups in any other form, except through the scheduler account, shall not be entertained.
 - g. The email address and password used to register with the OVP Scheduler shall be kept for further updates.
5. For immediate dissemination and strict compliance.


CRISTY C. EPE
Schools Division Superintendent 

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
22-891097
DATE: AUG 09 2022 TIME: 5:10 PM
BY: 

Enclosed: As stated.

SGOD/cab



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Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

DepEd Schools Division of Digos
RECORDS SECTION

RECEIVED 89033

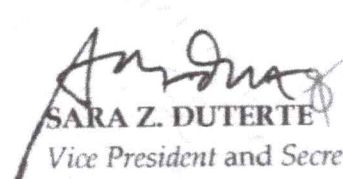
DATE: 04 AUG 2022 TIME: 8:52 AM

BY: 

MEMORANDUM

TO: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher, and Technical Education, BARMM
Bureau, Service and Regional Directors
Schools Division Superintendents
School Heads, Principals, Teachers-In-Charge

FROM:


SARA Z. DUTERTE
Vice President and Secretary

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

DATE: **August 1, 2022**

The Office of the Vice President (OVP) and Office of the Secretary (OSEC) are advocating for a less-paper workplace and are currently using an automated program that arranges our schedule. In order to systematically and effectively arrange the schedule and ensure that there will be no overlaps, the OVP Scheduler is processing all invitations to events/requests for messages lodged to both the OVP and OSEC.

In view of the rising volume of requests and invitations received by the OSEC, we are hereby issuing the following procedures to guide the offices in submitting requests for courtesy visit, message and video, and invitations to events and meetings addressed to the Honorable Secretary.

To request for a courtesy visit, schedule a meeting, send an invitation, request for a video, audio or souvenir message, the following procedures shall be followed:

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2. Once the sign-up has been completed, the verification link would be sent to the registered email address. It is to note, however, that the email may be in the spam or updates folder. Subsequently, click the highlighted text to verify the OVP scheduler account.

3. Fill out the remaining details to complete the process.

4. Upload the letter or invitation by dragging it into the file upload bar or manually click the "browse files" button to select the file to be uploaded.

5. Once the request has been submitted, the status of the request will reflect in the account of the requestor.

6. To check the status of the request, you need to log in to the scheduler. All subsequent follow-ups in any other form, except through the scheduler account, shall not be entertained.

7. The email address and password used to register with the OVP Scheduler shall be kept for further updates.

For guidance and strict compliance.