



Republic of the Philippines
Department of Education
CARAGA Region XIII
Butuan City



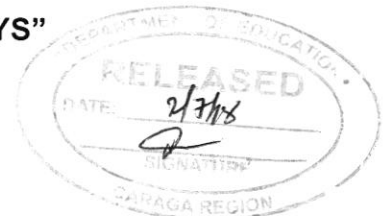
February 6, 2018

REGIONAL MEMORANDUM

No. 079 s. __, 2018

"NO OUT -OF-TOWN ACTIVITY DURING MONDAYS"
Internal Office Policy

To: All Schools Division Superintendent
Chiefs of DepEd RO XIII Functional Divisions



1. The Department of Education has goals of enhancing the efficiency and effectivity of its service to its internal and external clientele. While the conduct of out-of-town activities or events related to the strand's mandate is indeed essential, critical and unavoidable, experience shows that there are instances where almost no personnel are left in some of the offices or units of the strand as almost all attend such out-of-town activities initiated by each of the strand's unit or by other offices in the Central Office, Regional or School Division Offices.
2. Pursuant to Office Memo No. 1, s. 2018 issued by Tonisito M.C. Umali, Office of the Undersecretary for Legislative Affairs, External Partnerships, School Sports, dated January 17, 2018, a situation where **all** staff of the strand are physically present in the office (or are accessible to everybody, particularly stakeholders) at least once a week to ensure smooth flow of service. Similarly, there is also a need that some competent personnel are left in all units of the strand in cases of official out-of-town activities.
3. In view of the foregoing premises (subject to some exceptions due to circumstances beyond the office's control and unless otherwise advised by the office of the secretary or this office) this office hereby advises all concerned personnel to follow the specific directives cited in the Office Memo No.1, s. 2018 attached herewith.
4. For immediate dissemination.

for 
BEATRIZ G. TORNO, Ph.D., CESO IV
Regional Director

2018 -02 -1562



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepED Complex, Meralco Ave., Pasig City



Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary
Legislative Affairs/External
Partnerships/School Sports

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OFFICE MEMORANDUM No. 1, s. 2018

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TO : **OFFICE PROPER**
LEGISLATIVE LIAISON OFFICE (LLO)
EXTERNAL PARTNERSHIPS SERVICE (EPS)
SCHOOL SPORTS DIVISION (SSD)

Cc : Central Office Directors/Heads of Office
Regional Directors/Schools Division
Superintendents/ Regional and Schools
Division EPS and SSD Coordinators
All Others Concerned

FROM : **TONISITO M.C. UMALI, Esq.**
Undersecretary
Legislative Affairs, External Partnerships,
and School Sports

SUBJECT : **"No Out-of-Town Activity During Mondays"**
Internal Office Policy

DATE : 8 January 2018

The Office of the Undersecretary for Legislative Affairs, External Partnerships, and School Sports has goals of enhancing the efficiency and effectivity of its service to its internal and external clientele. While the conduct of out-of-town activities or events related to the strand's mandate is indeed essential, critical and unavoidable, experience shows that there are instances where almost no personnel are left in some of the offices or units of the strand as almost all attend such out-of-town activities initiated by each of the strand's units or by other offices in the Central Office, or by the Regional or Schools Division Offices. A situation where **all** staff of the strand are physically present in the office (or are accessible to everybody, particularly stakeholders, as they are within Metro Manila) at least once a week is therefore imperative to ensure smooth flow of service. Similarly, there is also a need that some competent personnel are left in all units of the strand in cases of official out-of-town activities.

In view of the foregoing premises (subject to some exceptions due to circumstances beyond the office's control and unless otherwise advised by the Office of the Secretary or this office), this Office hereby issues the following directives:

JAN 10 2018
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ERNESTO M. SAYO
Supervising Administrative Officer
Records Division
DepEd-Central Office

1. No out-of-town activity shall be initiated by the offices or units under the strand on **Mondays** for the year 2018.
2. Accordingly, all staff under the strand are expected to stay in the Central Office (or within Metro Manila) to attend to meetings, consultations, and other paperwork related to their respective office's mandate.
3. The External Partnerships Service (EPS) and School Sports coordinators in all Regions and Schools Divisions Offices nationwide are likewise encouraged to request their respective principals not to conduct any EPS (or partnership) or School Sports related activities or events during Mondays for such coordinators to attend to partners and stakeholders (who may wish to engage them) or to process other paperwork related to their positions' duties and responsibilities.
4. Other offices from the Central Office that wish to tap the personnel of the strand for their own out-of-town activities are respectfully requested to observe this internal office memorandum and policy.
5. In cases of official activities by personnel under the strand happening during weekdays, travel time should start on a Tuesday. The concerned Director/s or heads of offices (or units) under the strand shall ensure that there are still some competent personnel left capable of attending to external stakeholders' needs or queries in the concerned offices or units in case that official out-of-town activities or events are conducted.

For your strict compliance.

Thank you very much.

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ERNESTO M. SAYO
Supervising Administrative Officer
Records Division
DepEd-Central Office

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