



Republic of the Philippines
Department of Education
CARAGA REGION



October 21, 2020

REGIONAL MEMORANDUM

No. 444, s. 2020

To: CHIEFS OF THE REGIONAL DIVISIONS
Schools Division Superintendents
All Concerned
This Region

DISSEMINATION OF OUA MEMO 00-1020-0169, RE: PREPARATIONS FOR AND
CONDUCT OF VISITS OF THE OFFICE OF THE UNDERSECRETARY
FOR ADMINISTRATION

1. In preparation for and conduct of visits of the Office of the Undersecretary for Administration to the Regional Offices, Schools Division Offices and Schools, the Office of the Undersecretary for Administration issued OUA Memo 00-1020-0169 mandating all concerned to strictly observe simple preparations during the conduct of official visits in line with the Department's mandate to **observe austerity measures** and OUA's **policy of simple and frugal undertakings**, with emphasis on the following **strict prohibitions**:

- Printing of tarpaulins and streamers announcing the visit,
- Printing of colourful and costly programmes and invitations,
- Giving of leis, gifts or tokens to officials and guests, and
- Lavish catering to feed visitors.

2. Regional Chiefs, Schools Division Superintendents and School Heads are enjoined to faithfully observe the aforementioned prohibitions.

3. For information, guidance and compliance.


FRANCIS CESAR B. BRINGAS, CESO IV
Regional Director

Encls.:NONE

Reference: OUA MEMO 00-1020-0169



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Republika ng Pilipinas
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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).

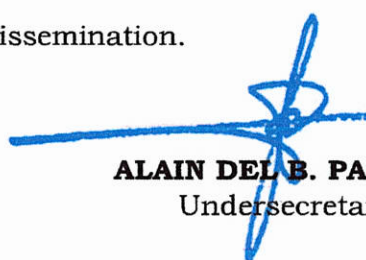
In keeping official visits, school monitoring, and inspections as simple as possible, the following are **strictly prohibited**:

- 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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