



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

March 10, 2022

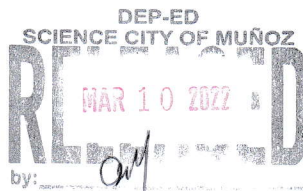
DIVISION MEMORANDUM


No. 157, s. 2022

**DISSEMINATION OF OUA MEMO 00-1020-0169 DATED OCTOBER 20, 2020,
RE: PREPARATIONS FOR AND ACONDUCT OF VISITS OF THE OFFICE OF THE
UNDERSECRETARY FOR ADMINISTRATION**

To: Public School Heads
All Others Concerned

1. For the information, guidance, and compliance of all concerned, enclosed is OUA MEMO 00-1020-0169 dated October 20, 2020, RE: Preparation for and Conduct of Visits of the Office of the Undersecretary for Administration.
2. Widest dissemination of this Memorandum is hereby enjoined




DANTE G. PARUNGAO, CESO VI
Schools Division Superintendent

OSDS/ICTU/JMT/03.10.2022

Loyal, Excellent, Accountable and Dedicated to Service



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DSCM-QMS-QMR-QSF-008Rev.03(01.31.20)





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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OJA 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 (OJA) 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 (OJA).

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 OJA'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



Office of the Undersecretary for Administration (OJA)

[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)]