



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF CAPIZ

DIVISION ADVISORY No. 147, s. 2022

April 05, 2022

To: Asst. Schools Division Superintendent
Chief Education Supervisors- CID& SGOD
Education Program Supervisors
Public Schools District Supervisors/ OIC of the Districts
School Heads of Public and Private Elementary, Secondary & Integrated Schools
All Others Concerned

Attached is a **OUA MEMO 00-1020-0169** dated 20 October 2020, re: **Preparations for and Conduct of Visits of the Office of the Undersecretary for Administration**, which is self-explanatory.

As stipulated in paragraph 2, 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.

Correspondingly, paragraph 3 states that, this is in line with the Department's mandate to **observe austerity measures** and **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.

Immediate and wide dissemination of this **ADVISORY** is desired.

SALVADOR O. OCHAVO JR. EdD, CESO V
Schools Division Superintendent

APR 05 2022



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph



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Republika ng Pilipinas
Kagawaran ng Edukasyon
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)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo