



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

August 9, 2022

DIVISION MEMORANDUM
NO. 263 S. 2022

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

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Public Schools District Supervisors
School Heads of Public Elementary, Secondary and
Integrated Schools
All Others Concerned

1. Attached is an unnumbered Memorandum from the Office of the Secretary titled Protocols and Guidelines on Sending Requests for Courtesy Visit, Message and Video, and Invitation for Events and Meetings Addressed to the Secretary.
2. Immediate dissemination of and compliance to this memorandum are desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent



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Contact Number: (036) 6518 456
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

REGIONAL MEMORANDUM
No. 592 s. 2022

AUG 08 2022

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

To: Assistant Regional Director
Schools Division Superintendents
Regional Functional Division Chiefs
All Others Concerned

1. Attached is an unnumbered Memorandum from the Office of the Secretary titled Protocols and Guidelines on Sending Requests for Courtesy Visit, Message and Video, and Invitation for Events and Meetings Addressed to the Secretary.
2. Immediate dissemination of this Memorandum is desired.

Mariles R. Palacios
ATTY. MARILES R. PALACIOS

ATTORNEY IV

fr PEDRO T. ESCOBARTE JR. PhD, CESO V

Director III

Officer-In-Charge

Office of the Regional Director

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT COMMUNICATIONS FORMS

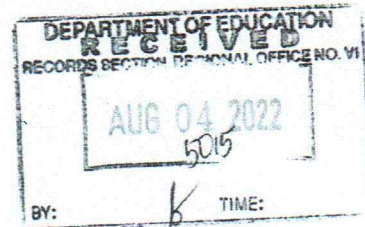
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Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY



MEMORANDUM

TO: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher, and Technical Education, BARMIM
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:

1. Register an account with the OVP Scheduler through this link:
<http://ovp.scheduler.ph>

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.