



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Negros Oriental

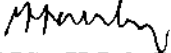
**Office of the Schools  
Division Superintendent**

DIVISION MEMORANDUM  
No. 205, s. 2022

**PREPARATION FOR AND CONDUCT OF VISITS OF THE OFFICE OF THE  
UNDERSECRETARY FOR ADMINISTRATION**

To: Assistant Schools Division Superintendents  
Chiefs, CID and SGOD  
School Health and Nutrition Personnel  
Public School District Supervisors/District In-Charge  
All Others Concerned

1. This Office disseminates the attached QUA MEMO 00-1020-0169, entitled, "Preparations for and Conduct of Visits of the Office of the Undersecretary for Administration", which is self-explanatory.
2. For strict compliance and immediate dissemination.

  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent  
4/10/22

SSP/MKP-JMA-NLR/OARDS-P/MKP  
March 2022



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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).

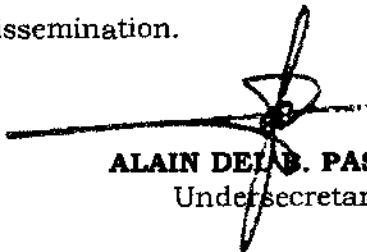
In keeping official visits, school monitoring, and inspections as simple as possible, the following are **strictly prohibited**:

- 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 DELA B. PASCUA**  
Undersecretary



**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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