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**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

DEPARTMENT OF EDUCATION  
REGION VII, EASTERN VISAYAS  
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**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**

OFFICE OF THE DIRECTOR IV	
Date and Time Received	Signature
10-21-20 - 3:00	[Signature]
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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).

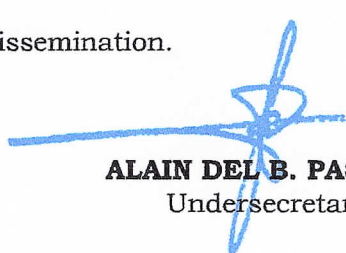
In keeping official visits, school monitoring, and inspections as simple as possible, the following are **strictly prohibited**:

- 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



**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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