



Republic of the Philippines  
**Department of Education**  
 OFFICE OF THE UNDERSECRETARY FOR FINANCE

OFFICE OF THE DIRECTOR IV  
 04 JAN 2022 9:30  
 05 JAN 2022 9:30  
 Signature: [Signature]  
 Signature: [Signature]

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MEMORANDUM  
 OUF-2022-0002

For: **Undersecretaries**  
**Assistant Secretaries**  
**Regional Directors and BARMM Minister**  
**Bureau and Service Directors**  
**School and Divisions Superintendents**  
**Division and Chiefs and Heads of Office**  
**All Others Concerned**

Subject: **REQUESTS FOR RECORDED/VIDEO AND WRITTEN MESSAGES FROM THE OFFICE OF THE UNDERSECRETARY**

Date: **January 3, 2022**

DEPARTMENT OF EDUCATION  
**RECEIVED**  
 REGIONAL OFFICE NO. VIII  
 JAN 04 2022  
 TIME: 1:30

DEPARTMENT OF EDUCATION  
 REGIONAL OFFICE NO. VIII  
 RECEIVED BY: [Signature]  
 BUDGET & FINANCE DIVISION  
 1-5-22 10:58  
 1021

In relation to the Memorandum issued by the Office of the Secretary (OSec) on July 19, 2021 *Guidelines on the request for video and written messages*, the Office of the Undersecretary for Finance releases similar guidelines for requests for recorded video and/or written messages from the Undersigned:

1. Requests for recorded/video and/or written messages should be sent to the Office of the Undersecretary for Finance **at least two (2) weeks prior to the event date**. This will give ample time for scheduling, preparation of materials (messages), recording and editing.
2. The following information shall be submitted together with the request letter. It should include the facts/figures and other relevant information.
  - a. Event background (theme, objectives, etc)
  - b. Talking points (what the audience expects to hear from the Undersecretary)
  - c. Preferred language (English or Tagalog)
  - d. List of people to be acknowledged
3. Request letter with complete information as indicated above should be sent via e-mail at [usec.financebpm@deped.gov.ph](mailto:usec.financebpm@deped.gov.ph)
4. Early and timely submission of requests are much appreciated. **Last minute requests shall not be entertained.**

For information and compliance.

ANNALYN M. SEVILLA  
 Undersecretary

OKD name  
 1/4/22