



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No.0171, s. 2023

To: Assistant Schools Division Superintendent  
School Governance and Operations Division Chief  
Curriculum Implementation Division Chief  
Division Unit Heads  
School Heads  
All Others Concerned

Subject: REITERATION ON THE PROCEDURE FOR USING  
THE OFFICE OF THE VICE PRESIDENT AND SECRETARY OF  
EDUCATION ONLINE SCHEDULER SYSTEM

Date: April 14, 2023

Enclosed is the regional memorandum ASD-2023-060 dated April 11, 2023 signed by Regional Director Allan G. Farnazo, CESO IV and a copy of the letter dated March 30, 2023 from the Office of the Secretary, Department of Education, relative to the procedure in using the Online Scheduler System through the link <http://ovp.scheduler.ph>

This will be used when sending an invitation, requesting for a meeting or courtesy call, or requesting for a meeting from Vice resident and Secretary of Education Sara Z. Duterte.

Widest dissemination of this information is hereby desired.



**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

Enclosed: As stated

PER/rbg

Page 1 of 1



Address: Mankilam, Tagum City, Davao del Norte  
Telephone Number: (084) 216 0188  
Website: [www.depeddavnor.ph](http://www.depeddavnor.ph) | Facebook: DepEd Davao del Norte





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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

**REGIONAL MEMORANDUM**  
ASD-2023-060

To : Assistant Regional Director  
Schools Division Superintendents / OIC-SDSs  
Regional Chiefs of Functional Divisions

Subject: REITERATION ON THE PROCEDURE FOR USING THE  
OFFICE OF THE VICE PRESIDENT AND SECRETARY OF  
EDUCATION ONLINE SCHEDULER SYSTEM

Date : April 11, 2023

Herewith is a copy of the letter dated March 30, 2023 from the Office of the Secretary, Department of Education, relative to the procedure in using the Online Scheduler System through the link <http://ovp.scheduler.ph>

This will be used when sending an invitation, requesting for a meeting or courtesy call, or requesting for a message from Vice President and Secretary of Education Sara Z. Duterte.

Widest dissemination of this information is hereby desired.

ALLAN G. FARNAZO  
Director

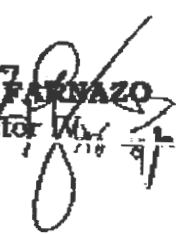
Enclosed: As stated.

ROA3/PS/tjj

DEPARTMENT OF EDUCATION DOKI

RECORDS SECTION

**RELEASED**

By:   
Date: Apr. 12, 2023  
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DepEd XI Davao Region <region11@deped.gov.ph>

## Invitation to Vice President and Secretary Sara Z. Duterte

2 messages

Floralyn Macawili <floralyn.macawili@deped.gov.ph>  
To: region11@deped.gov.ph, allan.famazo@deped.gov.ph  
Cc: Nina Bianca Sanglay <nina.sanglay@deped.gov.ph>

Thu, Mar 30, 2023 at 4:16 PM

Dear Director Famazo,

We write in connection with your 1st Indorsement dated March 8, 2023, which we received on March 28, 2023, relative to the invitation of Atty. Karlo A.B. Nograles for Vice President and Secretary Sara Z. Duterte to an event held last March 8, 2023. Although the invitation has already lapsed, we would like to inform you of the OVP Scheduler Advisory:

"Please be informed that the Office of the Vice President and the Department of Education has created a system that will ensure the orderly processing of requests in relation to the schedule of Vice President Sara Z. Duterte.

To send an invitation, request for a meeting or courtesy call, or request for a message from Vice President and DepEd Secretary Sara Z. Duterte, please follow this procedure:

1. Register an account with the OVP Scheduler through this link:  
<http://ovp.scheduler.ph>.
2. Once you complete the sign-up, check your registered email address for the verification link. Note that the email may be in your spam or updates folder. Click the highlighted text to verify your OVP scheduler account.
3. Fill out the remaining details to complete the process.
4. Please upload your letter or invitation by dragging it into the file upload bar or manually clicking the "browse files" button to select the file you want to upload.
5. Once you submit your request, you can manually check for updates by logging into your OVP Scheduler account. We shall send you an email once your appointment is approved or if it cannot be accommodated.
6. Please keep the email address and password used to register with the OVP Scheduler for updates on your request.
7. Please be advised that all follow-ups on your request shall only be done and may only be entertained through the scheduler system."

For your information and guidance.

Thank you.

Very truly yours,

Floralyn N. Macawili  
Executive Assistant III  
Office of the Secretary  
Department of Education  
Tel. No. (02) 8687-2922

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