



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

REGIONAL DIVISION OF DAVAO DEL NORTE  
RECORDS SECTION  
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Time: 4:47 pm

Office of the School Governance and Operations Division

March 21, 2022

DIVISION MEMORANDUM  
No. 378, s. 2022

**OBSERVANCE OF AUSTERITY MEASURES AND THE POLICY ON SIMPLE AND FRUGAL UNDERTAKINGS**

To: Assistant Schools Division Superintendent  
Chief Education Program Supervisor, Curriculum Implementation Division (CID)  
Chief, Education Program Supervisor, School Governance and Operations Division  
Education Program Supervisors, Curriculum Implementation Division (CID)  
Education Program Supervisor, School Governance and Operations Division (SGOD)  
Public Schools District Supervisors  
School Heads, Integrated, Elementary and Secondary Schools

1. In compliance with the OUA MEMO 00-1020-0169 titled Preparations for and Conduct of Visits of the Office of the Undersecretary for Administration, all concerned are enjoined to strictly observe simple preparations for and conduct of official visits of officials from the Department of Education (DepEd), particularly from the Office of the Undersecretary for Administration (OUA).
2. 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.
3. This is in line with the Department's mandate to observe austerity measures and the OUA's policy on 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. Attached
4. All concerned are required to **STRICTLY** observe the health protocols as prescribed by the Inter-Agency Task Force (IATF) on COVID 19 during this pandemic. Further, all is also encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.
5. For strict compliance and immediate dissemination.

  
**DEE D. SILVA, DPA, CESO V**  
Schools Division Superintendent

Enclosed: OUA Memo 00-1020-0169

Page 1 of 1



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

DEPED DIVISION OF DAVAO DEL NORTE  
SDS OFFICE

By: [Signature]  
Date: 3/17/22

Office of the Regional Director

1<sup>st</sup> Indorsement  
March 14, 2022

Respectfully referred to all **Schools Division Superintendents** from DepEd Region XI, the herein copy of the memorandum OUA Memo 00-1020-0169 dated October 20, 2020 entitled Preparations for and Conduct of Visits of the Office of the Undersecretary for Administration, contents of which are self-explanatory, for information and strict compliance.

[Signature]  
**PALLAN G. FARNAZO**  
Director IV

Enclosed: As Stated.  
ROA3/PS/ljj

DEPARTMENT OF EDUCATION ROA  
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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 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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