

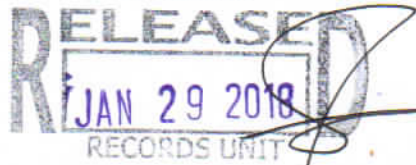


REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

Shoe Ave., Sta. Elena, Marikina City
+63 (02) 682-2472 / 682-3989 (CID) / 508-6113 (SGOD)
<https://depedmarikina.ph/> / (email) sdo.marikina@deped.gov.ph



DIVISION OF CITY SCHOOLS
MARIKINA



January 26, 2018

MEMORANDUM TO

Chief Education Supervisors, SGOD & CID
Elementary and Secondary School Principals
Officers-In-Charge
Public Schools Only
All Concerned

STRICT COMPLIANCE WITH THE “NO OUT-OF-TOWN ACTIVITY DURING MONDAYS” INTERNAL OFFICE POLICY

Attached is Regional Unnumbered Memorandum dated January 13, 2018 re: “**No Out-of-Town Activity During Mondays**” Internal Office Policy, content of which is self-explanatory, for information and guidance of all concerned.

Immediate and wide dissemination of this Memorandum is desired.

For:

SHERYLL T. GAYOLA

Officer-In-Charge

Office of the Schools Division Superintendent

By:

CLARO L. CAPCO

Administrative Officer V

Office of the Schools Division Superintendent



Republika ng Pilipinas
 (Republic of the Philippines)
KAGAWARAN NG EDUKASYON
 (DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
 (NATIONAL CAPITAL REGION)
 Daang Misamis, Bago Bantay, Lungsod Quezon
DIVISION OF CITY SCHOOLS

Department of Education
 National Capital Region
 RECORDS AND PUBLICATION UNIT

MARIKINA
RECEIVED
 24 JAN 2018
 RECORDS UNIT
 Regional Officials
 Schools Division Superintendents

RELEASED

By: [Signature]
 Date: JAN 2018 Time: _____

MEMORANDUM

TO : Regional Officials
 Schools Division Superintendents

FROM : Office of the Regional Director

SUBJECT : "No Out-of-Town Activity During Mondays"
 Internal Office Policy

DATE : January 13, 2018

1. Attached is Memorandum dated January 8, 2018, signed by USEC. TONISITO M. C. UMALI, Esq., Undersecretary for Legislative Affairs, External Partnerships and School Sports, contents of which are self-explanatory for the information and guidance of all concerned.
2. Wide and immediate dissemination of this Memorandum to all concerned is desired.

WILFREDO E. CABRAL
 Officer-In-Charge
 Office of the Regional Director

pprd/wr



REPUBLICA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
 DepED Complex, Meralco Ave., Pasig City

RECEIVED
 RECORDS SECTION

C-1025 1/17/18 3:28

Tanggapan ng Pangalawang Kalihim
 Office of the Undersecretary
 Legislative Affairs/External
 Partnerships/School Sports

225
 JAN 10 2018

Trunk Line: (+632) 632-1361
 Direct Line: (+632) 632-7221
 Telefax: DepED Region IV-A
 E-Mail Address: records@deped.gov.ph
 DEPED-4A UMO 1-32
 Date/Time: By: *[Signature]*

OFFICE MEMORANDUM No. 1, s. 2018

TO : OFFICE PROPER
 LEGISLATIVE LIAISON OFFICE (LLO)
 EXTERNAL PARTNERSHIPS SERVICE (EPS)
 SCHOOL SPORTS DIVISION (SSD)

Cc : Central Office Directors/Heads of Office
 Regional Directors/Schools Division
 Superintendents/ Regional and Schools
 Division EPS and SSD Coordinators ,
 All Others Concerned

FROM : **TONISITO M.C. UMALI, Esq.**
 Undersecretary
 Legislative Affairs, External Partnerships,
 and School Sports

SUBJECT : **"No Out-of-Town Activity During Mondays"**
 Internal Office Policy

DATE : 8 January 2018

[Handwritten Signature]

The Office of the Undersecretary for Legislative Affairs, External Partnerships, and School Sports has goals of enhancing the efficiency and effectivity of its service to its internal and external clientele. While the conduct of out-of-town activities or events related to the strand's mandate is an unavoidable experience shows that there are instances where personnel are left in some of the offices or units of the strand as almost all attend such out-of-town activities initiated by each of the strand's units or by other offices in the Central Office, or by the Regional or Schools Division Offices. A situation where all staff of the strand are physically present in the office (or are accessible to everybody, particularly stakeholders, as they are within Metro Manila) at least once a week is therefore imperative to ensure smooth flow of service. Similarly, there is also a need that some competent personnel are left in all units of the strand in cases of official out-of-town activities.

In view of the foregoing premises (subject to some exceptions due to circumstances beyond the office's control and unless otherwise advised by the Office of the Secretary or this office), this Office hereby issues the following directives:

JAN 10 2018
 CERTIFIED TRUE COPY
 ERNESTO M. SAYO
 Supervising Administrative Officer
 Records Division
 DepEd-Central Office



REPUBLICA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
 DepED Complex, Meralco Ave., Pasig City

RECEIVED
 RECORDS SECTION
 C-1025

1/17/18 3:28

Tanggapan ng Pangalawang Kalihim
 Office of the Undersecretary
 Legislative Affairs/External
 Partnerships/School Sports

225
 JAN 10 2018

Trunk Line: (+632) 632-1361
 Direct Line: 632-7221
 Telefax: DEPED REGION IV-A
 E-Mail Address: records@deped.gov.ph
 RECEIVED
 DEPED-4A UMO 1-32
 Date/Time: By: *[Signature]*

OFFICE MEMORANDUM No. 1, s. 2018

TO : OFFICE PROPER
LEGISLATIVE LIAISON OFFICE (LLO)
EXTERNAL PARTNERSHIPS SERVICE (EPS)
SCHOOL SPORTS DIVISION (SSD)

Cc : Central Office Directors/Heads of Office
 Regional Directors/Schools Division
 Superintendents/ Regional and Schools
 Division EPS and SSD Coordinators ,
 All Others Concerned

FROM : **TONISITO M.C. UMALI, Esq.**
 Undersecretary
 Legislative Affairs, External Partnerships,
 and School Sports

SUBJECT : **"No Out-of-Town Activity During Mondays"**
Internal Office Policy

DATE : 8 January 2018

The Office of the Undersecretary for Legislative Affairs, External Partnerships, and School Sports has goals of enhancing the efficiency and effectivity of its service to its internal and external clientele. While the conduct of out-of-town activities or events related to the strand's mandate is indeed essential, critical and unavoidable, experience shows that there are instances where almost no personnel are left in some of the offices or units of the strand as almost all attend such out-of-town activities initiated by each of the strand's units or by other offices in the Central Office, or by the Regional or Schools Division Offices. A situation where all staff of the strand are physically present in the office (or are accessible to everybody, particularly stakeholders, as they are within Metro Manila) at least once a week is therefore imperative to ensure smooth flow of service. Similarly, there is also a need that some competent personnel are left in all units of the strand in cases of official out-of-town activities.

In view of the foregoing premises (subject to some exceptions due to circumstances beyond the office's control and unless otherwise advised by the Office of the Secretary or this office), this Office hereby issues the following directives:


JAN 10 2018
 CERTIFIED TRUE COPY
 ERNESTO M. SAYO
 Supervising Administrative Officer
 Records Division
 DepEd-Central Office

1. No out-of-town activity shall be initiated by the offices or units under the strand on ~~Mondays~~ Mondays for the year 2018.
2. Accordingly, all staff under the strand are expected to stay in the Central Office (or within Metro Manila) to attend to meetings, consultations, and other paperwork related to their respective office's mandate.
3. The External Partnerships Service (EPS) and School Sports coordinators in all Regions and Schools Divisions Offices nationwide are likewise encouraged to request their respective principals not to conduct any EPS (or partnership) or School Sports related activities or events during Mondays for such coordinators to attend to partners and stakeholders (who may wish to engage them) or to process other paperwork related to their positions' duties and responsibilities.
4. Other offices from the Central Office that wish to tap the personnel of the strand for their own out-of-town activities are respectfully requested to observe this internal office memorandum and policy.
5. In cases of official activities by personnel under the strand happening during weekdays, travel time should start on a Tuesday. The concerned Director/s or heads of offices (or units) under the strand shall ensure that there are still some competent personnel left capable of attending to external stakeholders' needs or queries in the concerned offices or units in case that official out-of-town activities or events are conducted.

For your strict compliance.

Thank you very much.

CERTIFIED TRUE COPY


ERNESTO M. SAYO
Supervising Administrative Officer
Records Division
DepEd-Central Office

72