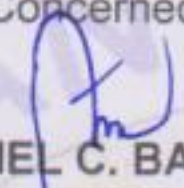


MEMORANDUM

TO : OIC – Assistant Schools Division Superintendent
OIC Chief – Curriculum Implementation Division
OIC Chief – Schools Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
All Others Concerned

FROM :  **DR. ROMMEL C. BAUTISTA, CESO V**
Schools Division Superintendent

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

DATE : January 24, 2018

This office adheres to Office Memorandum No. 1 s.2018 under Legislative affairs on the “No Out-of-town Activity During Mondays” Internal Office Policy.

Immediate dissemination of the attached Memorandum and for your strict **Compliance.**



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



064

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

RECORDS DIVISION

225

JAN 09 2018

Trunk Line:	(+632) 632-1361
Direct Line:	(+632) 632-7224
Telefax:	DepEd Region IV-A
E-Mail Address:	RECORDS SECTION
RECORDED	
Date/Time:	By: <i>[Signature]</i>

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

[Signature]
 ERNESTO M. SAÑO
 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** 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. SAPO

Supervising Administrative Officer
Records Division
Deptd-Central Office