

Republic of the Philippines
Department of Education
Region VII, Central Visayas



DIVISION OF CEBUPROVINCE
Sudlon, Lahug, CebuCity

February 9, 2018

DIVISION MEMORANDUM

No. 119, s. 2018

**“NO OUT – OF – TOWN ACTIVITY DURING MONDAYS” INTERNAL POLICY
PURSUANT TO OFFICE MEMORANDUM NO. 1,s. 2018**

To: Assistant Superintendents
Education Program Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads

1. For information and guidance of all concerned, attached is Regional Memorandum No. 0075,s. 2018 dated February 2, 2018 entitled “**No Out – of- Town Activity During Mondays” Internal Policy Pursuant to Office Memorandum No. 1 s. 2018** enhancing the efficiency and effectivity of the services rendered to its internal and external clients.
2. For details, refer to the attached communication.
3. Immediate dissemination of this Memorandum is desired.


RHEA MAR A ANGTUD, Ed. D., CESO VI
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent:	(032) 255-6405
Asst. Schools Division Superintendent:	(032) 414-7457
Accounting Section:	(032) 254-2632
Disbursing Section:	(032) 255-4401
Admin/Legal:	(032) 253-7847
Promotional Staff Section:	(032)520-3217

Website : www.depedcebuprovince.com

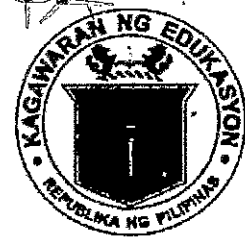
E-mail Add : depedcebuprovince@yahoo.com

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Dr. Man...



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



FEB 02 2018

REGIONAL MEMORANDUM

No. 0075, s. 2018

**"NO OUT-OF-TOWN ACTIVITY DURING MONDAYS" INTERNAL POLICY
PURSUANT TO OFFICE MEMORANDUM NO. 1, S. 2018**

To: All Schools Division Superintendents
All Chiefs of Functional Division of DepED RO-7
All Others Concerned

1. For the information and guidance of all concerned, this Office disseminates the Office Memorandum No. 1, s. 2018, with the subject, *"No Out-of-Town Activity During Mondays" Internal Policy*, which is self-explanatory.
2. Please refer to the attached Office Memorandum for your perusal.
3. Immediate dissemination and compliance of this Memorandum is desired.

Juliet A. Jeruta
JULIET A. JERUTA
Director III
Officer-in-Charge
Office of the Regional Director

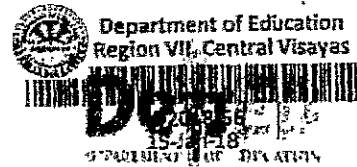
JAJ/VVY/BBS

Office of the Director (ORDis), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. Nos.: (032) 255-4542
Field Technical Assistance Division (FYAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. Nos.: (032) 255-5239
Education Support Services Division (ESSD), Tel. Nos.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"EFA 2015: Karapatan ng Lahat, Pansasagutan ng Lahat"



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



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

RECORDED & INDEXED
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Trunk Line	(+632) 632-1361
Direct Line	(+632) 633-7224
Telephone	(+632) 633-1940
E-Mail Address	tonisito.umali@deped.gov.ph

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