

SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division

Capitol Area, Dumaguete City

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SGOD Office (035) 225 - 6180

February 19, 2018

DIVISION MEMORANDUM

No. 123 s. 2018

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

TO : Chiefs, CID & SGOD
DEPS/SEPS/EPS/Coordinators
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is Regional Memorandum No. 0075, s. 2018, disseminating the Office Memorandum No. 1, s. 2018, entitled: **"No Out-of-Town Activity During Mondays" Internal Policy**, which is self-explanatory.
2. For details, refer to the attached Memorandum.
3. For guidance and strict compliance of all concerned.

SALUSTIANO T. JIMENEZ, CESO VI

OIC-Office of the Assistant Regional Director
Concurrent, Schools Division Superintendent
2/19/18

20 FEB 2018

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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



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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

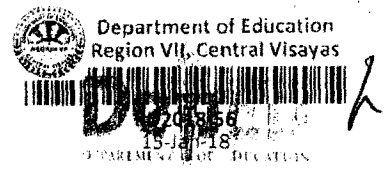
JAJ/VVY/BBS

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Field Technical Assistance Division (FTAD), 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. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (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, Pananagutan ng Lahat”



REPUBLIKA NG PILIPINAS
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KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
 DepED Complex, Meralco Ave., Pasig City



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

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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
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ERNESTO M. SAYO
 Supervising Administrative Officer

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. SAYO
Supervising Administrative Officer
Records Division
Deptd-Central Office