



Republic of the Philippines
Department of Education
CARAGA Region XIII
Butuan City



February 6, 2018


REGIONAL MEMORANDUM
No. 079 s. __, 2018

“NO OUT –OF-TOWN ACTIVITY DURING MONDAYS”
Internal Office Policy

To: All Schools Division Superintendent
Chiefs of DepEd RO XIII Functional Divisions



1. The Department of Education 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 unit or by other offices in the Central Office, Regional or School Division Offices.
2. Pursuant to Office Memo No. 1, s. 2018 issued by Tonisito M.C. Umali, Office of the Undersecretary for Legislative Affairs, External Partnerships, School Sports, dated January 17, 2018, a situation where **all** staff of the strand are physically present in the office (or are accessible to everybody, particularly stakeholders) at least once a week 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.
3. 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 advises all concerned personnel to follow the specific directives cited in the Office Memo No.1, s. 2018 attached herewith.
4. For immediate dissemination.

for 
BEATRIZ G. TORNO, Ph.D., CESO IV
Regional Director

2018 -02 -1562



REPUBLIKA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
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

RECORDS DIVISION
 RECEIVED
 225
 JAN 09 2018

Trunk Line: (+632) 632-1361
 Direct Line: (+632) 633-7224
 Telefax: (+632) 633-1940
 E-Mail Address: tonisito.umali@deped.gov.ph

RECEIVED
 JAN 17 2018
 0683

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