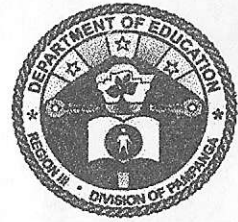




Department of Education  
Region III

**DIVISION OF PAMPANGA**

High School Blvd., Brgy. Lourdes, City of San Fernando, Pampanga, 2000  
Website: www.depedpampanga.com | Email: pampanga@deped.gov.ph  
Tel.: (045) 435-7404 | Fax: (045) 435-2728



**Division Memorandum**

No. 027, S. 2018

To : OIC –ASDS (Elementary)  
OIC – ASDS (Secondary)  
Chief, CID and SGOD  
All Unit/Office Heads in the Division Office  
All Division Employees

From : **Office of the Schools Division Superintendent**

Subject : **No Out-of-Town Activity during Mondays  
Internal Office Policy**

, Date : January 17, 2018

As per Regional Advisory No. 19, s. 2018 dated January 5, 2018, please be advised of the Office Memorandum No. 1, s. 2018 from USEC Tonicito M.C. Umali Esq., Legislative Affairs, External Partnerships and School Sports, regarding "No Out-of-Town Activity during Mondays Internal Office Policy".

Attached is a copy of the Memorandum for your information and strict compliance.

*G*  
**LEONARDO D. ZAPANTA, Ed.D., CESO VI**  
Officer – In – Charge *lmf*  
Office of the Schools Division Superintendent



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



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

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

**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 :** 3 January 2018

DEPARTMENT OF EDUCATION  
 REGION II  
 OFFICE OF THE REGIONAL DIRECTOR  
 RECEIVED BY: *BERN*  
 DATE: 1.12.18

The Office of the Undersecretary for Legislative 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** 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. SANO  
Supervising Administrative Officer  
Records Division  
DepEd-Central Office

*Handwritten mark*