



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY
City Hall Compound, Dagupan, Tabuk City



DIVISION MEMORANDUM:

NO. 223 S. 2020



TO: All Division Personnel
All Elementary and Secondary School Heads
All other concerned

FROM: *[Signature]*
IRENE S. ANGWAY, Ph.D., CESO VI
Schools Division Superintendent

DATE: October 26, 2020

SUBJECT: **Reiteration on the preparation for and conduct of visit of the Undersecretary for Administration**

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1. In line with the QUA memorandum of the office of the undersecretary for administration (QUA), hereby enjoin all Division Office, school heads and all concerned to strictly observe simple preparations for and conduct of official visit of officials from the Department of Education, particularly from the office of the Undersecretary for Administration (QUA).
 2. Relative to this memorandum, the Schools Division of Tabuk City will observe in keeping official visit, school monitoring, and inspection as simple as possible the following are strictly prohibited:
 - Printing of tarpaulins and streamers announcing the visit
 - Printing of colorful and costly programmes and invitations,
 - Giving of leis, gift or tokens to officials and guests, and
 - Lavish catering to feed visitors.
 3. Furthermore, the SDO-Tabuk City is adhering with the Department's mandate to observe austerity measures and policy of simple and frugal undertakings. Water, juice or coffee are instead recommended for