



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

MEMORANDUM

16 August 2017

For : Regional Directors, ARDs
Schools Division Superintendents, ASDS
District Supervisors, Principals, School Heads
Education Facilities Division
EFD Area Managers, Regional/Division Engrs
ICTS, Records Division
All Concerned

Subject : REQUESTS, INQUIRIES AND OTHER
CORRESPONDENCE RELATED TO SCHOOL
BUILDING PROGRAM, DEPED
COMPUTERIZATION PROGRAM, AND OTHER
PROGRAMS AND PROJECTS

All requests, inquiries and other correspondence related to the School Building Program, Computerization Program and other Programs implemented by the strand of the Office of the Undersecretary for Administration (OUA) and needing direct action or immediate decision from OUA must be submitted to and properly received by the OUA before they can be considered officially received by the Department.

OUA expresses grave concern on letters coming from national and local elected officials, officials from national government agencies and civil society that have been received by the different offices at earlier dates but which OUA receives only after 2-4 months.

Office of the Undersecretary for Administration

(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)

Department of Education, Central Office, Meralco Avenue, Pasig City

Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207

Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo



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Department of Education
DIVISION OF CAVITE
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AUG 22 2017
11:00 pm
RECORDED
RECORDS SECTION

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The receiving employee and/or office are/is mandated by Republic Act No. 9485 or the Anti-Red Tape Act of 2007 to act on the correspondence within 5-10 days upon receipt thereof.

To avoid violation of the law, the receiving employee or office must immediately submit the received correspondence to OUA within 1-2 days upon receipt. The OUA will then act on the correspondence within the time limit allotted by law, reply to the letter sender, decide on the content and/or designate the appropriate office to act on the content of the correspondence.

The appropriate office is expected to act on the correspondence within 5-10 days from receipt of instruction from the OUA, which, in turn, will officially and immediately transmit to the letter sender the official action and/or position of the Department.

For guidance, compliance and widest dissemination to receiving personnel.


ALAIN DEL B. PASCUA
Undersecretary

