

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

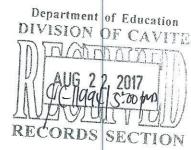
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Email: usec.admin@deped.gov.ph; Facebook/Twitter@depedtayo

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August 29, 2017





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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 corresponce within the time limit alloted 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 corresponce 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. PASCUATO