



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

06 JAN 2022

DIVISION MEMORANDUM
No. 010 s. 2022

**REQUEST FOR RECORDED/VIDEO AND WRITTEN MESSAGES FROM THE
OFFICE OF THE UNDERSECRETARY**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. This office reiterates the Office of the Undersecretary for Finance Memorandum No. OUF-2022-0002 re: **Request for Recorded/Video and Written Messages from the Office of the Undersecretary**. The said memorandum was released in relative to the memorandum issued by the Office of the Secretary.

2. Request Letter shall be submitted through e-mail at usec.financebpm@deped.gov.ph with the following information

- a. Event background (theme, objectives, etc)
- b. Talking points (what the audience expects to hear from the Undersecretary)
- c. Preferred language (English or Tagalog)
- d. List of people to be acknowledged

3. The request shall be done at least two (2) weeks prior to the event date.

4. Attached herewith is the copy of the memorandum for your reference.

5. For your information and guidance.


GERLIE M. ILAGAN, CESO VI

Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



Brgy. PotoI, Tayabas City



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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM
OUF-2022-0002

For: Undersecretaries
Assistant Secretaries
Regional Directors and BARMM Minister
Bureau and Service Directors
School and Divisions Superintendents
Division and Chiefs and Heads of Office
All Others Concerned

Subject: REQUESTS FOR RECORDED/VIDEO AND WRITTEN MESSAGES
FROM THE OFFICE OF THE UNDERSECRETARY

Date: January 3, 2022

In relation to the Memorandum issued by the Office of the Secretary (OSec) on July 19, 2021 *Guidelines on the request for video and written messages*, the Office of the Undersecretary for Finance releases similar guidelines for requests for recorded video and/or written messages from the Undersigned:

1. Requests for recorded/video and/or written messages should be sent to the Office of the Undersecretary for Finance at least two (2) weeks prior to the event date. This will give ample time for scheduling, preparation of materials (messages), recording and editing.
2. The following information shall be submitted together with the request letter. It should include the facts/figures and other relevant information.
 - a. Event background (theme, objectives, etc)
 - b. Talking points (what the audience expects to hear from the Undersecretary)
 - c. Preferred language (English or Tagalog)
 - d. List of people to be acknowledged
3. Request letter with complete information as indicated above should be sent via e-mail at usec.financebpm@deped.gov.ph
4. Early and timely submission of requests are much appreciated. Last minute requests shall not be entertained.

For information and compliance.


ANNALYN M. SEVILLA
Undersecretary