



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0721-0220**  
**MEMORANDUM**  
30 July 2021

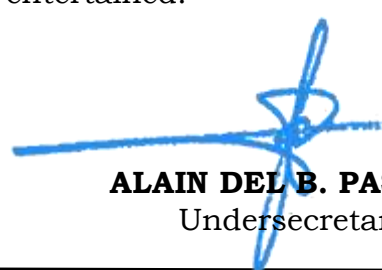
For: **Undersecretaries**  
**Assistant Secretaries**  
**Regional Directors and BARMM Minister**  
**Bureau and Service Directors**  
**School and Divisions Superintendents**  
**Division Chiefs and Heads of Office**  
**All Others Concerned**

Subject: **REQUESTS FOR OFFICIAL VIDEO AND WRITTEN MESSAGES FROM THE OUA**

In relation to the Memorandum issued by the Office of the Secretary (OSEC) last 19 July 2021 (Doc. # 445578) *Guidelines on the request for video and written messages* and OUA Memo 00-0621-0188 *Request for event speeches/program messages*, the Office of the Undersecretary for Administration (OUA) releases similar guidelines for requests for official video and/or written messages from the Undersigned:

1. Requests for video and/or written messages should be sent to the OUA at least one (1) week prior to the event date. This will give ample time for scheduling, finalizing of content, recording, and editing of each message.
2. An initial draft of the required speech or message shall be submitted together with the request letter. The initial draft should include facts/figures, talking points, and other relevant information. Please refer to OUA Memo 00-0621-0188 for more details.
3. Request letters and drafts should be sent via email to [usec.admin@deped.gov.ph](mailto:usec.admin@deped.gov.ph).
4. Last minute requests shall not be entertained.

For information and compliance.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



**Office of the Undersecretary for Administration (OUA)**

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207  
Email: [usec.admin@deped.gov.ph](mailto:usec.admin@deped.gov.ph); Facebook/Twitter @depedtayo



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of Major Programs





OUA00-0621-0188  
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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0621-0188**  
**MEMORANDUM**  
23 June 2021

For: **OUA Strand**  
**Bureau and Service Directors**  
**Heads of Offices**  
**All Others Concerned**

Subject: **REQUEST FOR EVENT SPEECHES/PROGRAM MESSAGES**


This refers to requests for speeches at events or souvenir program messages from the Undersecretary for Administration.

Because topics for these speeches or messages relate to OUA programs and projects, the OUA office, service, or division directly concerned and more knowledgeable for the task is requested to submit beforehand, an initial draft of the required speech or message.

Draft to include facts/figures, new developments, talking points, and other relevant information. This is an opportunity to “put one’s best foot forward” by highlighting programs and developments. It is also a venue for training in-house writers and always having updated and readily available information on the PAPs of the respective office, service, or division.

Be advised that the OUA constantly receives invitations and requests, sometimes with overlapping dates. The early and timely submission of requests and drafts is therefore much appreciated because crafting speeches and messages take time, research, multiple reviews/edits, revisions, approval, emailing, recording, printing or publishing time. Last-minute requests shall not be entertained.

For guidance and appropriate action.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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**Office of the Undersecretary for Administration (OUA)**

*[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]*

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