



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

February 19, 2021

**OFFICE MEMORANDUM**

No. **065**, s. 2021

To: DepED Regional Office VIII Selected Personnel  
All Others Concerned

**UNDERSECRETARY FOR ADMINISTRATION (OUA) INSPECTION AND MONITORING TEAMS**

1. Attached is OUA Memorandum 00-0221-0121 dated February 15, 2021 announcing the deployment of the Office of the Undersecretary for Administration Inspection and Monitoring Teams to the Division Offices in order to accurately assess the performance and implementation of its major programs in the field.
2. The composition, responsibilities, process flow, and funding sources of the inspection and monitoring activities are hereby included herewith as part of the enclosure.
3. The Schools Division Offices are enjoined to assign a focal person to act as coordinator and to assist/accompany the team throughout the inspection and monitoring of the identified projects, programs and thrusts implemented in the Division by the Office of the Undersecretary for Administration.
4. The name of the designated Division Focal Person shall be submitted to the ESSD c/o Emmanuel P. Firmo, PDO II on or before February 28, 2021.
5. Immediate dissemination of and compliance with this Memorandum are desired.

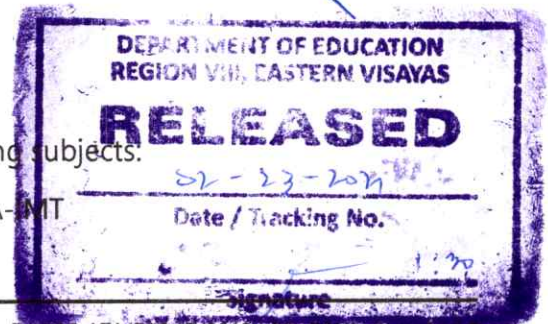
  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director

Enclosures: OUA Memorandum 00-0221-0121

References: None

To be indicated in the Perpetual Index under the following subjects:

ANNOUNCEMENT      DESIGNATION      OUA-INT  
OARD-AMB





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

**OUA MEMO 00-0221-0121**  
**MEMORANDUM**  
15 February 2021

For: **OUA Strand Directors and Division Chiefs**  
**Regional Directors**  
**Schools Division Superintendents**  
**Public Elementary and Secondary School Heads**

Subject: **OUA INSPECTION AND MONITORING TEAMS**

The Office of the Undersecretary for Administration (OUA), in order to more accurately assess the performance and implementation of its major programs in the field, will be deploying the OUA Inspection and Monitoring Teams (OUA-IMT).

The OUA-IMT is tasked to:

1. Monitor the Implementation of the Strand's programs and projects in the field, and conduct delivery inspections (including but not limited to the School Building Program, School-Based Feeding Program, DepEd Computerization Program, etc.);
2. Conduct dialogues and meetings with regional and division staff counterparts and school principals and focal teachers to identify issues and concerns on the ground and generate recommendations to further improve program/project implementation and processes;
3. Discuss status of implementation of OUA policies including participation of regional and division offices to the NTF-ELCAC;
4. Conduct dialogues and meetings with partners, local government units and regional/local offices of national government agencies, as necessary; and
5. Submit Inspection and Monitoring Report (IMR) to OUA and the concerned CO Bureaus/Division

Before every Inspection, the OUA-IMT will communicate through an OUA Memorandum indicating the proposed itinerary and members of the Inspectorate



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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 (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]*

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Team. All Regional and Division Offices are enjoined to assign a focal person to act as coordinator and to assist and accompany the team throughout the Inspection.

Attached is a copy of the OUA-IMT guidelines for reference.

For information and appropriate action.

  
  
**ALAIN DEL B. PASCUA**  
Undersecretary



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## **OUA INSPECTION AND MONITORING TEAMS (OUA-IMT)**

### **A. Composition.**

The OUA will create and deploy Inspection Monitoring Teams (IMTs) to be composed of the following:

1. Head of Party to be assigned by OUA and will be indicated in the Travel Authority
2. OUA Staff
3. Central Office Bureau/Service/Division Program/Project Holder
4. Regional Office Staff (to be designated by the Regional Director)
5. Division Office Staff (to be designated by the School Division Superintendent)

### **B. Duties and Responsibilities.**

The OUA-IMT will have the following functions:

1. Monitor the implementation and monitoring of programs and projects under OUS strand such as but not limited to the following:
  - (i) School Building, Furniture, Gabaldon Restoration
  - (ii) School-Based Feeding Program
  - (iii) School Clinic, Health Care Program
  - (iv) Sports Facilities, Sports Equipment
  - (v) School in a Garden, Gulayan Program
  - (vi) Disaster Response and Restoration Program
  - (vii) ICT/DCP Program
  - (viii) ELCAC Participation
2. Inspect deliveries and compliance to specifications of the abovementioned programs and projects;
3. Conduct dialogues and meetings with regional and division staff counterparts and school principals and focal teachers to identify issues and concerns on the ground and generate recommendations to further improve program/project implementation and processes;
4. Discuss status of implementation of OUA policies including participation of regional and division offices to ELCAC;
5. Conduct dialogues and meetings with partners, local government units and regional/local offices of national government agencies, as necessary, and
6. Submit Inspection and Monitoring Report (IMR) to OUA and the



concerned CO Bureaus/Division

**C. Process Flow for Inspection and Monitoring (IM).**

The following process flow shall be observed:

1. Communicate through Memorandum or Letter from OUA to the Concerned Regional Directors and SDS on the conduct of IM indicating the (i) Itinerary and Agenda, (ii) Head of Party, and (iii) IMT Members;
2. The Regional or Division Offices shall designate their respective representatives to assist and guide the IMT based on the approved itinerary. If there are changes on the itinerary, the Head of Party shall inform the representatives of regional and division offices accordingly.
3. The IMT shall observe health protocols in accordance with IATF, DepED Guidelines and LGU Guidelines on COVID-19;
4. The IMT shall debrief the regional/division offices on the initial results of inspection and monitoring prior to departure of the IMT for levelling and getting further inputs and feedback; and
5. The IMT shall submit report to OUA within three days after the activity.

**D. Funding**

The funds for the inspection monitoring activities shall be sourced from respective budget of the Bureaus, Services and Divisions at the Central Office, Regional Office, Division Offices and Schools, particularly those downloaded as program or learner support funds. The OUA may also provide funding as necessary

**E. Effectivity.**

This Memorandum shall take effect on the date of issue and shall be valid until revoked or amended.



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