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

**OUA MEMO 00-0221-0185**  
**MEMORANDUM**  
23 February 2021

For: **OUA Strand**

Subject: **WEEKLY SUBMISSION OF PROGRAM IMPLEMENTATION DOCUMENTATION**



The Office of the Undersecretary for Administration (OUA) is instructing all Offices in its strand to submit **weekly status reports of their respective programs** being implemented in the Central, Regional, Division, and School levels, including relevant data and photos/videos.

The reports will help provide concrete evidence of our ongoing efforts in the field, while also contributing to the preparation of the strand's Term Documentation. The same will be considered to be featured in all our social media channels and even in DepEd TV as advocacy ads or infomercials.

An initial report, covering the period of **August 2020 – January 2021** must be submitted on or before **26 February 2021**. Succeeding weekly reports must be submitted **before 5:00 p.m. every Friday** to [usec.admin@deped.gov.ph](mailto:usec.admin@deped.gov.ph) starting **05 March 2021** with subject heading WEEKLY REPORT [inclusive dates].

For queries and concerns on the weekly status reports, please contact Ric de Leon of the OUA at [ric.deleon@deped.gov.ph](mailto:ric.deleon@deped.gov.ph).

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

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