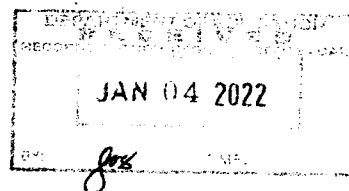




Republic of the Philippines  
**Department of Education**  
 OFFICE OF THE UNDERSECRETARY FOR FINANCE



**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

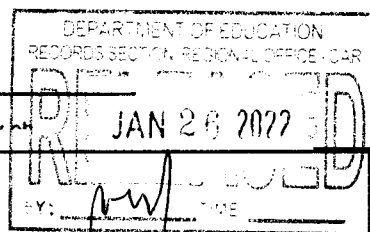
**Date:** January 3, 2022

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](mailto: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



2/F Rizal Building, DepEd Complex, Meralco Avenue, Pasig City  
 Telephone No. : (02) 8633-0362; Fax No. : (02) 8638-3703; Email Address: [usec.financebpm@deped.gov.ph](mailto:usec.financebpm@deped.gov.ph)

Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
 WANGAL LA TRINIDAD BENGUET

January 25, 2022

**INBOX**

**To:** All Schools Division Superintendents  
 All Division Information Officers  
 All Schools Information Coordinators  
 Others Concerned

For information, dissemination, and compliance.

**ESTELA LEON-CARIÑO EdD, CESO III**  
 Director IV/ Regional Director

ORD/PAU/dlp/cbm