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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0420-0013
MEMORANDUM
06 April 2020

For: **OUA Strand Heads of Offices and PAP Focal Persons
(Bureau/Service Directors, Division Chiefs,
Office Heads, and Major Program Coordinators)**

Subject: **SUBMISSION AND UPDATE OF DIRECTORY OF
EMERGENCY LEAD PERSONS AND ALTERNATES (OICs)**

To prepare for any emergency and ensure the continued operation of offices and implementation of programs, activities, and projects (PAPs), all are directed to update and submit their Directory of Lead Persons and Alternates (Officers-in-Charge).

This contingency measure is important to firm up our DepEd support structure and maintain lines of reporting and communication.

Kindly submit the complete and updated OUA Strand Directory of Lead Persons and Alternates to usec.admin@deped.gov.ph the attached template on or before Friday, April 10, at 5pm.

Thank you and let us all keep safe.



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

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