DIVISION MEMORANDUM
OSDS-ICTU-DM-104-5-2020

TO: Assistant Schools Division Superintendent
SDO Chiefs & Staffs
Education Program Supervisors
Public Schools District Supervisors
School Heads
District/School ICT Coordinators
Teachers & Non-Teaching Personnel
All other concerned

FROM: DANITO E. DESPI
Schools Division Superintendent

SUBJECT: INVITATION TO ATTEND THE SDO ONLINE ORIENTATION ON THE USE OF DIFFERENT DEPED OFFICIAL PLATFORM (WORKPLACE, WORKCHAT, DEPED EMAIL & OFFICE 365 ACCOUNTS)

DATE: May 9, 2020

In relation to the attached OUA Memo 00-0420-0042 dated April 1, 2020, re: Recommending the use of Microsoft Teams, Workplace by Facebook, and Google Meet in Video Conferencing, this Office through the OSDS-ICT Unit would like to invite our interested Teaching and Non-Teaching Personnel to participate in the following scheduled dates for ONLINE ORIENTATION ON THE USE OF DEPED OFFICIAL PLATFORM ((WORKPLACE, WORKCHAT, DEPED EMAIL & OFFICE 365 ACCOUNTS):

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>PARTICIPANTS</th>
</tr>
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| May 16, 2020 | 9:00 – 10:30 | SDO Personnel
Baras North & South
Caramoran North & South
Pandan East & West |
|            | 2:00 – 3:30 |                                                    |
| May 23, 2020 | 9:00 – 10:30 | Viga East & West
Panganiban & Gimoto
San Andres East and West
San Miguel North & South |
|            | 2:00 – 3:30 |                                                    |
| May 30, 2020 | 9:00 – 10:30 | Virac North & South
Bato East & West
Secondary Schools |
|            | 2:00 – 3:30 |                                                    |

Further, the Information Technology Officer-I will take the lead in extending online Technical Assistance together with the District/School ICT Coordinators to invite interested teachers and non-teaching personnel in their respective districts/schools. Since this is an online orientation, participants must have internet access/connectivity and downloaded the VideoCon apps in their Mobile Phone-IOS/Android (Meet and Teams) available in PlayStore to be able to participate and join the said orientation. Since the scheduled online orientation falls on Saturday, participants are advised to register on the link that will be provided during the scheduled date to avail a one(1) day service credit per CSC & DBM Joint Circular No. 2 s. 2014.

For queries, you may contact CP #09291383326 or email at icctunit.ctd@deped.gov.ph.

Immediate dissemination of this information is earnestly desired.

San Roque, Virac, Catanduanes
052-8114063
catanduanes@deped.gov.ph
www.depedroycatanduanes.com
DepEd Tayo – Region V - Catanduanes
OUA MEMO 00-0420-0042
MEMORANDUM
17 April 2020

For: Regional Directors
     Schools Division Superintendents
     Regional and Division Information Technology Officers
     School Heads
     School ICT Coordinators
     All Others Concerned

Subject: RECOMMENDING THE USE OF MICROSOFT TEAMS, WORKPLACE BY FACEBOOK, AND GOOGLE MEET IN VIDEO CONFERENCING

The Office of the Undersecretary for Administration (OUA) through the Information and Communications Technology Service (ICTS) strongly recommends all concerned personnel to use the following platforms for video conferencing requirements:

1. Microsoft Teams
2. Workplace by Facebook
3. Google Meet

The Department of Education (DepEd) has existing arrangements with the said organizations and platforms which ensures that information in video conferences are secured and strictly confidential.

For appropriate action.

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: +6328637203, +63286376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo