Division Memorandum
OSDS-ICTU-DM-257

TO: Assistant Schools Division Superintendent
SDO Chiefs & Staffs
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
District/School ICT Coordinators
Elementary & Secondary Teachers
All other concerned

FROM: DANilo E. DESPU
Schools Division Superintendent

SUBJECT: PRECAUTIONARY GUIDELINES ON ONLINE MEETINGS

DATE: October 20, 2020

The Office of the Undersecretary for Administration (OUA) and the Information and Communication Technology Service (ICTS) have received several reports of unwanted and disruptive intrusions and infiltrations (also known as zoom bombing or zoom raiding) on online meetings. As such, OUA and ICTS strongly recommend that all teachers and nonteaching personnel only use the following platforms for video conferencing:

a) Google Meet
b) Microsoft Teams
c) Workplace by Facebook

In connection with this, all teachers and non-teaching personnel are encouraged to use the DepEd provided accounts (DepEd Email, Office 365 and Workplace) in all work-related transactions to avoid from the above incidents.

For the details, instructions and guidelines all teachers are enjoined to read the OUA Memo 00-1020-0164 dated October 17, 2020 found in the official SDO Workplace Groups (ROSCTD-All School Heads, ROS-CTD-All Employees).

For issues and concerns, you may contact CP # 09291383262 or e-mail at ictunit.ctd@deped.gov.ph.

For immediate dissemination and strict compliance.
For: Regional Directors and BARMM Education Minister
Schools Division Superintendents
Principals and School Heads
IT Officers and Coordinators

Subject: PRECAUTIONARY GUIDELINES ON ONLINE MEETINGS

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In addition, all are instructed to strictly follow these guidelines when creating, scheduling, distributing, and managing online meetings with personnel or learners:

a) use your official primary DepEd email (@deped.gov.ph) in accessing/using Video Conferencing Apps;
b) consolidate official details of the participants (e.g., full name, email address);
c) create contact list of verified participants on the video conference apps;
d) create a scheduled meeting and strictly use the contact list created;
e) send the scheduled meeting to participants’ email address (this is automatically done by the video conferencing apps)
f) participants must only refer to the link sent to their email address;
g) do not share the meeting link or code in Social Media or other unofficial mode of communication;
h) host of the meeting should not accept anyone requesting to join the meeting who is not included in the contact list;
i) host may update the contact list or the list of participants by editing the scheduled meeting;

j) host should always record the meeting and review the attendees.

In case online meetings are infiltrated, compromised or hijacked, the Host should do the following:

a) take screenshots or pictures of the incident;
b) secure a copy of the Recording;
c) save the Recording to your DepEd Google Drive if possible;
d) immediately inform the head of the department regarding the incident;
e) make a narrative report of the incident, addressed to the Information Technology Office;
f) coordinate with the ICT Coordinator in informing the Division Information Technology Officer (ITO) of the incident before submitting the narrative report for initial investigation and inquiry;
g) submit a copy of the incident to the Division Office.

For issues and concerns beyond the capability/scope of the IT Officers in your area, please contact ICT Service-User Support Division thru email icts.usd@deped.gov.ph.

For concerns on MS Teams/Google Meet, contact Mr. Genesis Fernando thru email at genesis.fernando@deped.gov.ph; and for MS Teams/Workplace, contact Ms. Catherine Fuller thru Workplace Chat at her email catherine.fuller@deped.gov.ph.

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ALAIN DEL B. PASCUA
Undersecretary