



Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

DM2020-10-408
 DIVISION OF MALAYBALAY CITY
 RELEASED
 DATE: 20 10 2020
 BY: [Signature]

DIVISION MEMORANDUM
 No. 408, s. 2020

To: **Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Public Elementary and Secondary School Heads
 Section/Unit Heads
 All Others Concerned**

From: **VICTORIA V. GAZO, PhD, CESO V**
 Schools Division Superintendent

Date: October 20, 2020

Subject: **DISSEMINATION OF OUA MEMO 00-1020-0164 RE: PRECAUTIONARY GUIDELINES ON ONLINE MEETINGS**

1. For the information and guidance of all concerned, this Office hereby disseminates the herein OUA Memo 00-1020-0164 re: Precautionary Guidelines on Online Meetings, all teachers and non-teaching personnel are instructed to strictly follow the precautionary guidelines in creating, scheduling, distributing and managing online meetings with personnel or learners using the recommended platforms for video conferencing by the OUA and ICTS, to wit:

- a. Google Meet
- b. Microsoft Teams
- c. Workplace by Facebook

2. 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.

Encl: As stated
 Copy Furnished:
 Records Unit

TO BE POSTED IN THE WEBSITE



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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OJA MEMO 00-1020-0164
MEMORANDUM
17 October 2020

**For: Regional Directors and BARMM Education Minister
Schools Division Superintendents
Principals and School Heads
IT Officers and Coordinators**

Subject: PRECAUTIONARY GUIDELINES ON ONLINE MEETINGS

The Office of the Undersecretary for Administration (OJA) and the Information and 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, OJA 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 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;



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Office of the Undersecretary for Administration (OJA)

*[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)]*

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Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtagay

- 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.

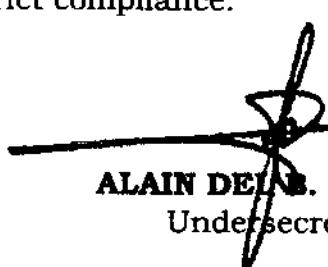
In case online meetings are infiltrated, compromised or hijacked, the Host should do the following:

- 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.

For immediate dissemination and strict compliance.


ALAIN DEL B. PASCUA
Undersecretary



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