



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
DIVISION MEMORANDUM
No. 498, s. 2020

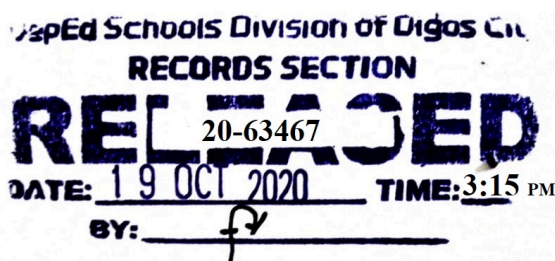
October 19, 2020

**DISSEMINATION OF PRECAUTIONARY GUIDELINES
ON ONLINE MEETINGS**

To: CID Chief
SGOD Chief
Public Schools District Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
Public School Teachers
All Others Concerned

1. This is in reference to the OUA MEMO 00-1020-0164 dated October 17, 2020 signed by Undersecretary Alain Del B. Pascua, re: Precautionary Guidelines on Online Meetings.
2. The Memorandum contains the following:
 - a. the recommended platforms for video conferencing;
 - b. the guidelines when creating, scheduling, distributing, and managing online meetings with personnel or learners; and
 - c. the what-to-do in case online meetings are infiltrated, compromised or hijacked.
3. Attached is a copy of the memorandum for reference.
4. For guidance and compliance.

CRISTY C. EPE
Schools Division Superintendent





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OUA 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 (OUA) 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, 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 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;



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)]

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- a) host may update the contact list or the list of participants by editing the scheduled meeting;
- b) host should always record the meeting and review the attendees.

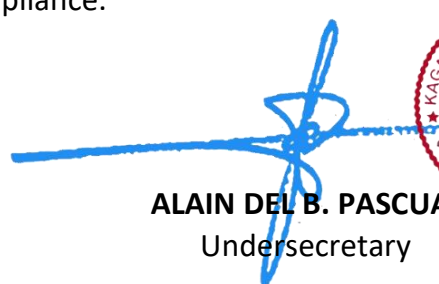
In case online meetings are infiltrated, compromised or hijacked, the Host should do the following:

- 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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