



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division Superintendent

October 21, 2020

DIVISION MEMORANDUM
No. 497, s. 2020

PRECAUTIONARY GUIDELINES ON ONLINE MEETINGS

TO: *Assistant Schools Division Superintendents
Chiefs of SGOD and CID
Education Program Supervisors/ Education Program Specialists
Public Schools District Supervisors/ Acting PSDSs
School Heads/Principals/Head Teachers of Public Schools
All Others Concerned*

1. Attached is Regional Memorandum No. 0511, s. 2020 and OUA Memo 00-1020-0164 dated October 17, 2020 entitled: ***“Precautionary Guidelines on Online Meetings”***, which is self-explanatory.
2. Attention is invited to paragraph 2 and 3 of the attached Regional Memorandum regarding the instruction to strictly follow the guidelines when creating, scheduling, distributing, and managing online meetings with personnel or learners.
3. Widest dissemination of and strict compliance with this Memorandum is enjoined.

AE
BIANITO A. DAGATAN, EdD., CESO V
Schools Division Superintendent *[Signature]*

SGOD/dvd



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Dr. Leligen,
For memo
10/19/20

Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

OCT 19 2020

REGIONAL MEMORANDUM
No. **0511**, s. 2020

PRECAUTIONARY GUIDELINES ON ONLINE MEETINGS

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL CONCERNED

1. This is to disseminate OUA Memo 00-1020-0164 dated 17 October 2020 entitled **"PRECAUTIONARY GUIDELINES ON ONLINE MEETINGS"**.
2. Immediate dissemination and compliance with this Memorandum by all concerned is desired.

SALUSTIANO T. JIMENEZ, JD, EDD, CESO V
Director III
OIC-Regional Director

STJ/CAE/ICTU/JPJ

UNRECORDED
DATE: 10/19/20
TIME: 4:16 PM
SIGNATURE: [Handwritten Signature]



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Nos.: (032) 231:1433; (032) 414-7399
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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

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;



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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 (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 @depedtayo

- 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.

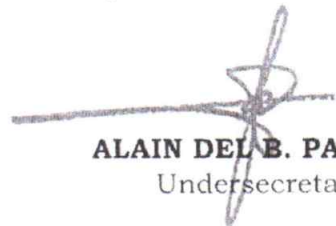

In case online meetings are infiltrated, compromised or hijacked, the Host should do the following:

- 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



OUAD00-1020-0184
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