

DIVISION MEMORANDUM

S.

2021

No. 88,

Republic of the Philippines Department of Education Region X - Northern Mindanao DIVISION OF TANGUB CITY

> April 30, 2021 CITY OF TANGUB RELEASEL

USAGE OF OUA INBOX FOR TRANSMITTAL OF COMMUNICATIONS AND CORRESPONDENCE

To: Office of the Schools Division Superintendent Curriculum Implementation Division Schools Governance and Operations Division Principals/Head Teachers/TICs This Division

1. Relative to OUA Memo 00-0421-0141 dated April 28, 2021 entitled Usage of OUA Inbox for Transmittal of Communications and Correspondence, all offices and personnel concerned are required to access and become a member to the stipulated link of the attached OUA Memorandum.

2. In line with these, a short orientation-workshop shall be conducted on May 3, 2021 following the schedules:

a. 9:00 AM – Division personnel

b. 1:00 PM - School Administrators

3. For immediate compliance.

AGUSTINES E. CEPE, CESO V Schools Division Superintenden

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AEC/ama/04302021







Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0421-0141 MEMORANDUM 28 April 2021

For: Central Office Regional Offices Schools Division Offices Schools ' All Others Concerned

Subject: USAGE OF OUA INBOX FOR TRANSMITTAL OF COMMUNICATIONS AND CORRESPONDENCE

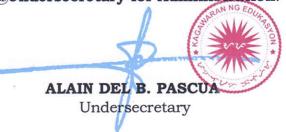
The Office of the Undersecretary for Administration (OUA) announces the **OUA Inbox via Microsoft Teams** as the official platform for receiving and responding to communications for the OUA from the Central Office, Regional and Division Offices, and from the school level.

The OUA Inbox will allow for the faster and more efficient flow of communication and exchange of correspondence between the OUA and other DepEd offices. **Submissions via email, Gmail, Yahoo Mail, Viber, Facebook Messenger, WhatsApp, Telegram, and hard copies are highly discouraged** to allow the centralization of all correspondence through the OUA Inbox for more efficient tracking and quick response, and to also reduce the carbon footprint by lessening the amount of paper used when submitting hard copies.

The link to access the OUA Inbox in Teams is **<u>bit.ly/OUAInbox</u>**. Offices are requested to post their correspondence to the OUA in their respective channel (i.e., Central Office, Regional Level, Division Level, School Level.) Please note that these are public channels therefore posts and files are accessible to all members of the Team.

Confidential documents may be sent directly via Teams Chat to **both** of the following accounts: **@Alain Del Pascua** and **@Undersecretary for Administration**.

For strict compliance.



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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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