



DepEd DIVISION OF TANGUB CITY
April 30, 2021 CITY OF TANGUB

RELEASE

DATE: 4/30/21

DIVISION MEMORANDUM

No. 88, s. 2021

**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 Superintendent

AEC/ama/04302021





OUAD00-0421-0141
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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 bit.ly/OUAInbox. 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.


ALAIN DEL B. PASCUA
Undersecretary



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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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