



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

8 JUN 2022

DIVISION MEMORANDUM

No. 362 s. 2022

**MANDATORY USE OF DEPED GOOGLE AND MICROSOFT ACCOUNTS IN
FACILITATING MEETINGS AND OTHER ACTIVITIES NOT REQUIRING
PHYSICAL ACTIVITIES**

To: OIC - Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In compliance to OUA Memo 00-0820-0130 titled ***"Guidelines on the Use and Administration of G Suite and Microsoft 365 for Education"***, all offices, schools and attached units are hereby mandated to use the Google and Microsoft Accounts in facilitating and conducting meetings, trainings, or workshops as part of official functions and transactions.
2. Face-to-Face meetings, trainings, or workshops shall be highly discouraged except when required by an official memorandum or order issued by higher office and when physical activities which requires hands-on laboratory workshop is needed.
3. Recording of official virtual activity shall be coordinated with the Information and Communication Technology Unit.
4. For strict compliance.


NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent 



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