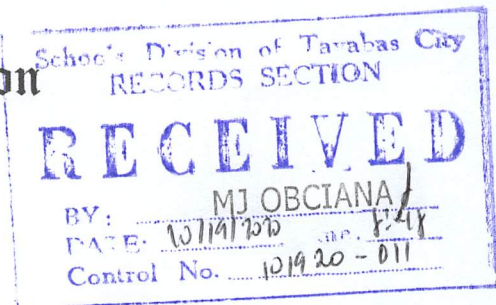




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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim



**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 (@depd.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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- 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](mailto:icts.usd@deped.gov.ph).

For concerns on MS Teams/Google Meet, contact Mr. Genesis Fernando thru email at [genesis.fernando@deped.gov.ph](mailto: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](mailto:catherine.fuller@deped.gov.ph).

For immediate dissemination and strict compliance.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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