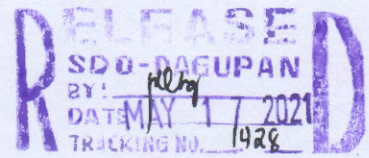




Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE OF DAGUPAN CITY



Office of the Schools Division Superintendent

Division Memorandum

No. 122 s. 2021

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

From: **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

Date: May 18, 2021

Subject: **Usage of Office of the Undersecretary for Administration (OUA) Inbox for Transmittal of Communications and Correspondence**

1. Pursuant to OUA Memo 00-0421-0141 from Usec. Alain Del B. Pascua, Undersecretary for Administration, Department of Education and Regional Memo No. 382, s. 2021 or the **Usage of 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.
2. Submissions via email, Gmail, Yahoo Mail, Viber, Facebook Messenger, WhatsApp, Telegram, and hard copies are highly discouraged.
3. In connection, all are encouraged to use the OUA Inbox for Teams via 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.
4. For immediate dissemination and strict compliance.

AGUEDO C. FERNANDEZ, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: Memorandum OUA MEMO 00-0421-0141
Regional Memorandum No. 382, s, 2021



Address: Burgos St. Poblacion Oeste, Dagupan City, Philippines
Telephone No: (075) 615-26-45
Email: dagupan.city@deped.gov.ph



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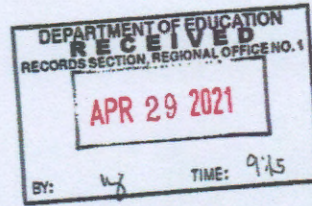




OUA000-0421-0141
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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

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**

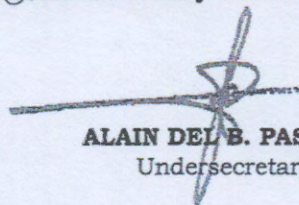
The Office of the Undersecretary for Administration (OUA) announces the **OUA Inbox via Microsoft Teams** as the official platform for receiving and responding to communications for the OUA from the Central Office, Regional and Division Offices, and from the school level.

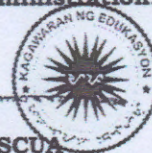
The OUA Inbox will allow for the faster and more efficient flow of communication and exchange of correspondence between the OUA and other DepEd offices. **Submissions via email, Gmail, Yahoo Mail, Viber, Facebook Messenger, WhatsApp, Telegram, and hard copies are highly discouraged** to allow the centralization 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



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)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depeditayo



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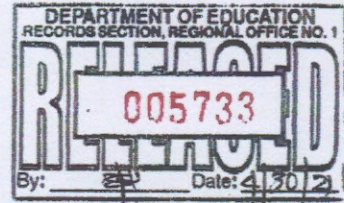
DepEd ROI

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Republic of the Philippines
Department of Education
 Region I



Office of the Regional Director

APR 30 2021

REGIONAL MEMORANDUM
 No. 382, s. 2021

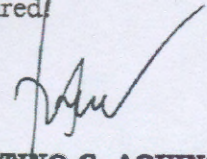
**USAGE OF OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION
 (OUA) INBOX FOR TRANSMITTAL OF COMMUNICATIONS AND
 CORRESPONDENCE**

To: **All Schools Division Superintendents
 All Chiefs of the Functional Division
 Units/ Section Heads
 Other Concerned**

1. This is in reference to the attached Memorandum OUA MEMO 00-0421-0141 dated April 28, 2021 from Usec. Alain Del B. Pascua, Undersecretary for Administration, Department of Education, re: Usage of Office of the Undersecretary for Administration (OUA) Inbox for Transmittal of Communications and Correspondence. The inbox allows for the faster and more efficient flow of communication and exchange of correspondence between the OUA and other DepEd offices.

2. In line with this, all are encourage^d to optimally use the OUA Inbox in Teams, the link to access 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.

3. Immediate dissemination of this memorandum is desired!

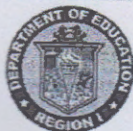

TOLENTINO G. AQUINO
 Director IV

Encl.: Memorandum OUA MEMO 00-0421-0141
 Reference: Memorandum OUA MEMO 00-0421-0141
 To be indicated in the Perpetual Index
 Under the following subjects:

COMMUNICATIONS CORRESPONDENCE

AD/ann/RM_Usage of OUA Inbox for Transmittal of Communications and Correspondence
 April 29, 2021

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