



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 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:

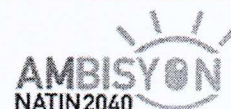
COMMUNICATIONS                      CORRESPONDENCE

AD/ann/RM\_Usage of OUA Inbox for Transmittal of Communications and Correspondence  
 April 29, 2021

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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**

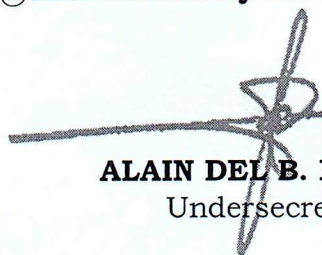
The Office of the Undersecretary for Administration (OUA) announces the **OUA Inbox via Microsoft Teams** as the official platform for receiving and responding to communications for the OUA from the Central Office, Regional and Division Offices, and from the school level.

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](https://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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