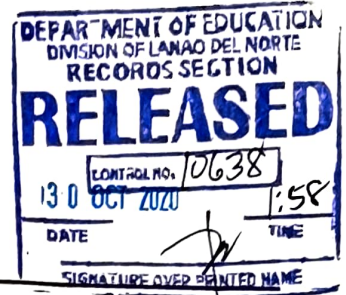


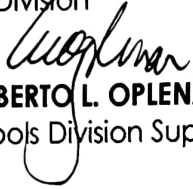


Republic of the Philippines  
**Department of Education**  
 REGION X  
 SCHOOLS DIVISION OF LANA DEL NORTE



**DIVISION MEMORANDUM**  
**No. 439 s. 2020**

To : Assistant Schools Division Superintendent  
 Chief Education Supervisor, CID & SGOD  
 All School Heads  
 All Teaching and Non-Teaching Personnel  
 This Division

From :   
**EDILBERTO L. OPLENARIA, CESO V**  
 Schools Division Superintendent

Subject : **DISSEMINATION OF RM NO. 403, s. 2020 "PRECAUTIONARY GUIDELINES ON ONLINE MEETINGS"**

Date : October 28, 2020

1. With reference to the Regional Memorandum No. 403, s. 2020, entitled "Precautionary Guidelines on Online Meetings", this office is informing all concerned that only the following platforms shall be used for video conferencing as per instructions from the Office of the Undersecretary for Administration (OUA) through the OUA MEMO 00-1020-0164 on Precautionary Guidelines on Online Meetings to help protect everyone from any unwanted and disruptive intrusions and infiltrations (also known as zoom bombing or zoom raiding) in online meetings:
  - a. Google Meet
  - b. Microsoft Teams
  - c. Workplace by Facebook
2. Attached is a copy of OUA Memo 00-1020-0164 for reference.
3. Immediate and wide dissemination of this Memorandum is directed.



**Address:** Pigcarangan, Tubod, Lanao del Norte  
**Telephone No.:** (063) 341-5109  
**Email Address:** [lanao.norte@deped.gov.ph](mailto:lanao.norte@deped.gov.ph)  
**Web site:** <http://depedldn.com>



DepED-X  
Cagayan de Oro City

OCT 27

PLS

Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO

**RELEASED**

Office of the Regional Director

October 26, 2020

REGIONAL MEMORANDUM

No. 403, s. 2020

**PRECAUTIONARY GUIDELINES ON ONLINE MEETINGS**

To: Assistant Regional Director  
Schools Division Superintendents  
Assistant Schools Division Superintendents  
Principals and School Heads  
Information Communications Technology Officers and Coordinators  
All Others Concerned

1. To help protect everyone from any unwanted and disruptive intrusions and infiltrations (also known as zoom bombing or zoom raiding) in online meetings, only the following platforms shall be used for video conferencing as per instructions from the Office of the Undersecretary for Administration (OUA) through OUA MEMO 00-1020-0164 on Precautionary Guidelines on Online Meetings:

- a. Google Meet
- b. Microsoft Teams
- c. Workplace by Facebook

2. Also discussed in the memorandum are guidelines on creating, scheduling, distributing, and managing online meetings, as well as the procedures to follow in case online meetings are infiltrated, compromised, or hijacked.

3. Attached is a copy of the memorandum for reference.

4. Immediate and wide dissemination of this Memorandum is directed.

**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

Reference: As stated

To be indicated in the Perpetual Index  
under the following subject:

MEETING

ORD-PAU/moon



**Address** : DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City  
**Telephone Nos.** : (088) 856-3932 | (088) 881-3137 | (088) 881-3031  
**Email Address** : region10@deped.gov.ph  
**Web site** : http://deped10.com





OUA00-1020-0164  
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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 (@deped.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)]*

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 @depedtayo



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of UJA or Programs





- 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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