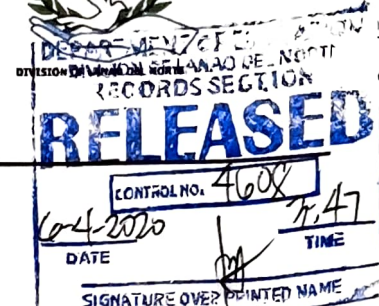


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20-5757




Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF LANA DEL NORTE
Gov. A. Quibranza Provincial Government Compound
Pigcarangan, Tubod, Lanao del Norte
(063) 227-6633, (063) 341-5109
lanao.norte@deped.gov.ph



DIVISION MEMORANDUM NO. 274, s.2020

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, School Governance and Operations Division
OIC – Chief Education Supervisor, Curriculum Implementation Division
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All others concerned
This Division

FROM: 
EDILBERTO L. OPLENARIA, CESO V
Schools Division Superintendent

SUBJECT: OBSERVANCE OF PROPER ETIQUETTE WHEN ENGAGING IN VIDEO
CONFERENCING

DATE: JUNE 2, 2020

1. Relative to Regional Memorandum No. 826, s.2020 **re: OBSERVANCE OF PROPER ETIQUETTE WHEN ENGAGING IN VIDEO CONFERENCING**, this office is enjoining everyone to observe the attached points regarding proper etiquette in video conferencing.
2. All are likewise enjoined to research on and share available resource materials on effective and ethical video conferencing.
3. Immediate and wide dissemination of this memorandum is directed.



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

DepED-X
Cagayan de Oro City

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JUN 11 2020

RELEASED

#20-41790

Office of the Regional Director

June 1, 2020

20-5757


REGIONAL MEMORANDUM

No. 876, s. 2020

**OBSERVANCE OF PROPER ETIQUETTE WHEN ENGAGING
IN VIDEO CONFERENCING**

To: Assistant Regional Director
Schools Division Superintendents
Assistant Schools Division Superintendents
All Other Concerned

1. The current health crisis situation has prompted organizations, establishments, and communities to actively engage in video conferencing for their various activities.
2. To maximize this platform in effectively delivering the Department's services, all are enjoined to observe the attached points regarding proper etiquette in video conferencing.
3. All are likewise enjoined to research on and share available resource materials on effective and ethical video conferencing.
4. Immediate and wide dissemination of this Memorandum is directed.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: Proper Etiquette in Video Conferencing

ORD PAU/moon



Address

: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City



Perfect 10 Proper Etiquette in Video Conferencing

1. **Condition yourself for the activity.** Ensure that you are prepared and available for active engagement.
2. **Dress properly for the affair.** Ensure that you do not look sloppy.
3. **Test your internet facilities beforehand.** Ensure that your microphone, speakers, headphones, and internet connectivity are in place.
4. **Blur your background or use a decent one.** Ensure that your room or chosen background does not have distracting features.
5. **Find a quiet or private space.** Ensure that your area is not vulnerable to unnecessary noise.
6. **Observe proper cueing and timing.** Ensure that you get the right verbal and nonverbal cues when requesting to be recognized for a question or comment.
7. **Speak only when recognized.** Ensure that your microphone and camera are turned off unless authorized.
8. **Demonstrate active engagement.** Ensure that you manifest active listening and balanced communication especially during a conversation.
9. **Show reverence and appreciation for the presenter.** Ensure that you give the presenter your full attention.
10. **Be grateful for the opportunity.** Ensure that you imbibe a positive vibe throughout the activity and be thankful for whatever takeaway you get out of the experience.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director