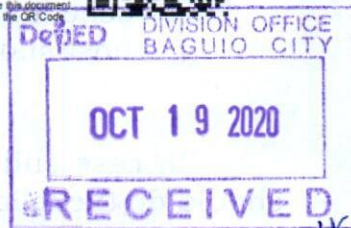




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Republika ng Pilipinas

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:

- Google Meet
- Microsoft Teams
- 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:

- use your official primary DepEd email (@deped.gov.ph) in accessing/using Video Conferencing Apps;
- consolidate official details of the participants (e.g., full name, email address);
- create contact list of verified participants on the video conference apps;
- create a scheduled meeting and strictly use the contact list created;
- send the scheduled meeting to participants' email address (this is automatically done by the video conferencing apps)
- participants must only refer to the link sent to their email address;
- do not share the meeting link or code in Social Media or other unofficial mode of communication;
- 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 @depedayo



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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:

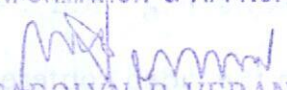
- a) take screenshots or pictures of the incident;
- b) secure a copy of the Recording;
- c) save the Recording to your DepEd Google Drive if possible;
- d) immediately inform the head of the department regarding the incident;
- e) make a narrative report of the incident, addressed to the Information 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.

For concerns on MS Teams/Google Meet, contact Mr. Genesis Fernando thru email at 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.

For immediate dissemination and strict compliance.

To: All School Administrators, Principals & Teachers In-Charge
(Elementary & Secondary)
FOR YOUR INFORMATION & APPROPRIATE ACTION



MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent



ALAIN DEL B. PASCUA
Undersecretary



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