



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

May 15, 2020

OFFICE ORDER

No. **021**, 2020

To: Director III
Functional Division Chiefs
Section/Unit Heads
All Others Concerned

WEBINARS AND TELECONFERENCING GENERAL GUIDELINES

1. With the increased demand for webinars and/or teleconferencing, this Office issues the following guidelines in conducting or attending webinars and teleconferences:

a. For Webinars and/or Teleconferences Hosted by the Regional Office (RO)

- i. The recommended platforms in conducting or hosting webinars and teleconferences are Microsoft Teams, Google Meet, or Workplace from Facebook.
- ii. The concerned division, section, or unit shall take charge of creating the virtual meeting.
- iii. Staff/s from the concerned division, section, or unit shall be assigned as moderator, online presence checker, chat facility monitor, and/or technical support provider.
- iv. Video and audio recording of the webinar or teleconference shall be allowed only for purposes of reviewing the proceedings.
- v. The host division, section, or unit are authorized to deactivate participants who are not observing the proper decorum and netiquette.

b. For Webinars and/or Teleconferences to be Attended by RO Personnel

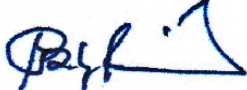
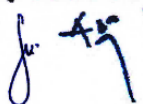
- i. The concerned RO personnel shall use their own device or a device within their division, section, or unit.
- ii. The ICT Unit may be coordinated to assess the compatibility of the device to the platform that will be used for the webinar or teleconference.

2. The hosts or participants of webinars or teleconferencing shall ensure that proper decorum and the following netiquettes are observed (as applicable):

- a. **Choose a Quiet Location with Good Lighting**
- b. **Observe Appropriate Dress Code.**
- c. **Video and Audio of Your Gadgets Must Work Properly. Test your microphone and camera. Battery must be full.**

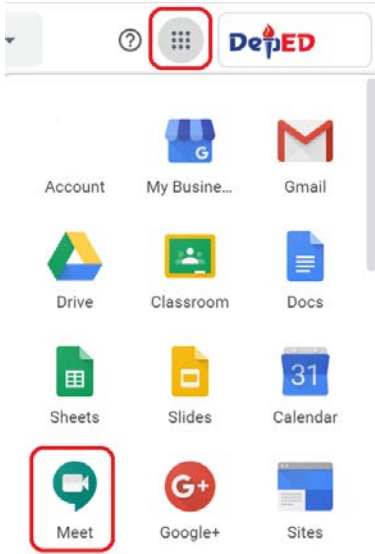
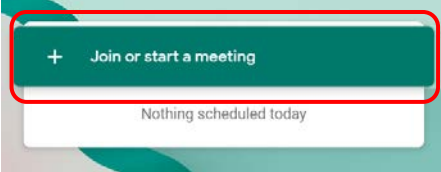
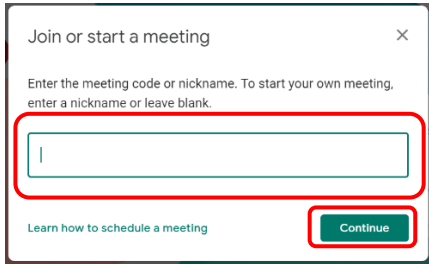


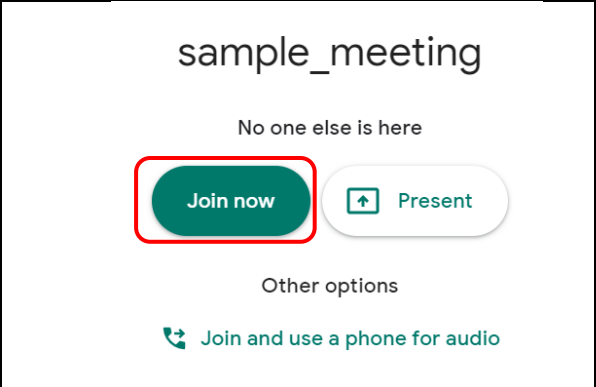
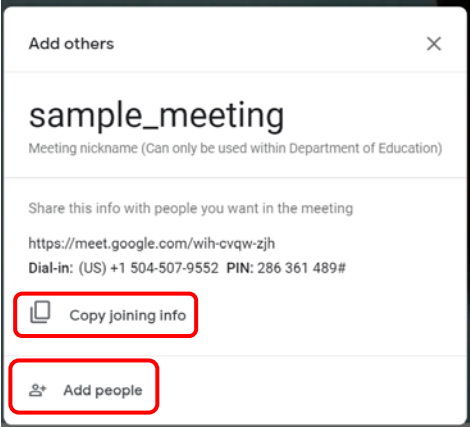
- d. Information and queries must be related to the topic/s.
 - e. Distractions must be avoided. Turn off camera and microphone once the meeting starts except if being requested to speak.
3. The Information and Communication Technology Unit's roles and responsibilities are as follows:
- a. Provide technical assistance to issues relative to DepEd email, Office 365, and Workplace accounts.
 - b. Assess the compatibility of the device to the webinar or teleconferencing platform.
 - c. Make recommendation/s as to where the participant or attendee should position in order to gain a good Internet connection.
 - d. Block access to video and/or media streaming sites if the Internet connection is being affected while the webinar or teleconference is on-going.
4. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO IV
Director IV 

ORD-ICT-JAL

PROCEDURES IN HOSTING A WEBINAR/TELECONFERENCE VIA GOOGLE MEET

Using Laptop/Computer	Using Smartphone
1. Download and install Google Chrome	1. Download and install Google Meet
2. Once installed, open Google Chrome	2. Once installed, open Google Meet
3. Go to gmail.com	3. Sign in your DepEd email
4. Input your DepEd email and password	4. Click <div>+ New meeting</div>
5. Click the Google Apps launcher and click Meet 	5. You may click the Share joining info or you may share it later
6. Click Join or start a meeting 	
7. Type a meeting title and click Continue  (Please read Note No. 1 relative to naming a meeting.)	
8. Click Join now	

	
<p>9. You may add people to the meeting or you may simply copy the link and send it to the participants</p>  <p>(Please read Note No. 2 relative to links.)</p>	
<p>10. The Google Meeting should be started at this point.</p>	

Note 1: Capital letters in meeting title will be converted to small letters and spaces will be omitted.

Note 2: Non-participants might be able to join the webinar/teleconference if they get the link or the joining info.

Additional Features of Google Meet

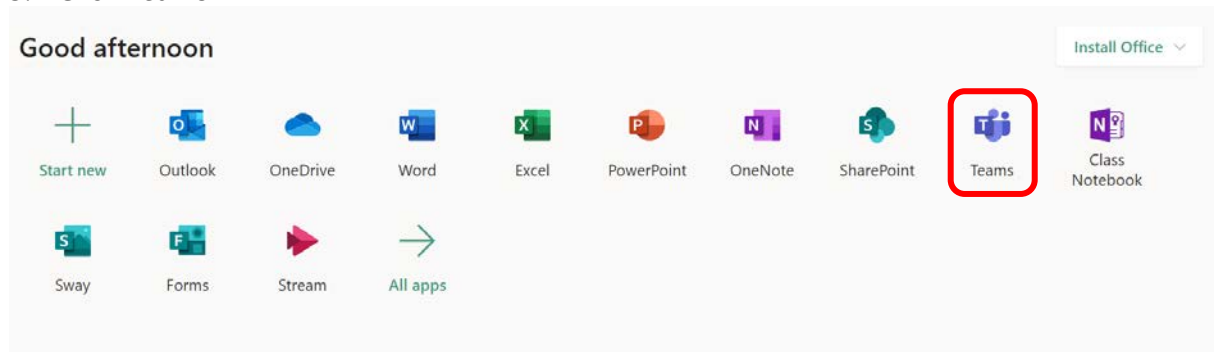
Menu	Functions
People	<ul style="list-style-type: none"> • View the list of participants who are online • Mute a participant's microphone • Remove a participant
Chat	Send/receive messages
Present now	Present a Slide Show, audio-video material, etc
Record meeting	Record the audio and video footage

Menu	Functions
Change layout	<p>Auto - Allows Meet to choose the layout for you.</p> <p>Tiled - Shows up to 16 people when there is no presentation.</p> <p>Spotlight - The presentation, active speaker, or pinned feed fills the window.</p> <p>Sidebar - You see the active speaker or presentation with additional participants on the side.</p>

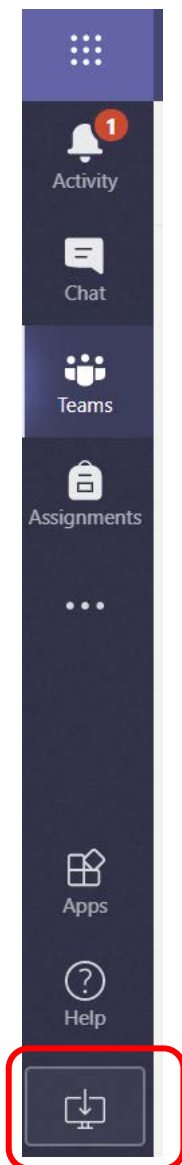
PROCEDURES IN HOSTING A WEBINAR/TELECONFERENCE VIA MICROSOFT TEAMS

Using Laptop/Computer

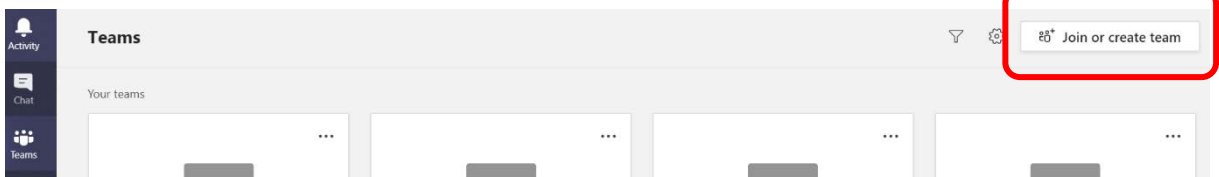
1. Open a web browser and go to office.com
2. Sign in your Office 365 (O365) account
3. Click Teams



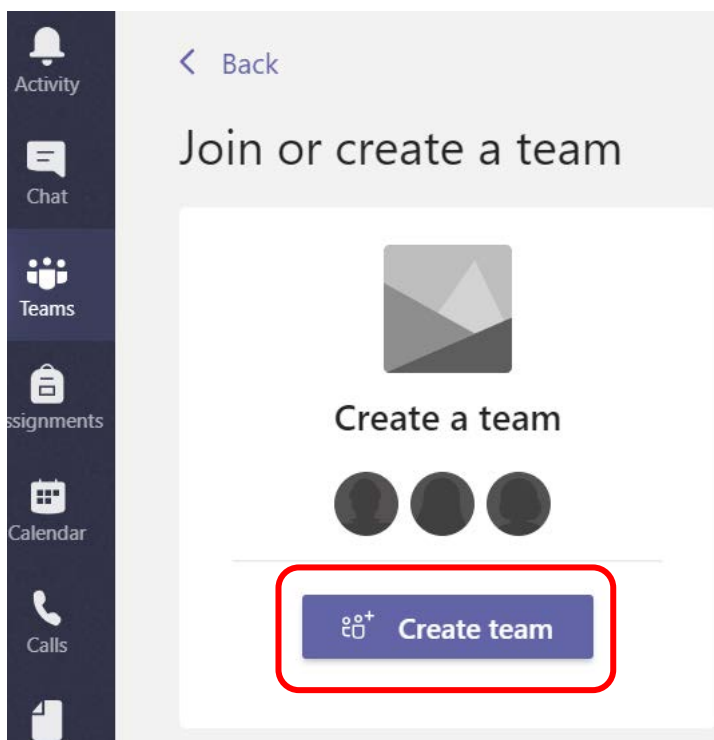
4. Click Download desktop app button located on the bottom left of the screen



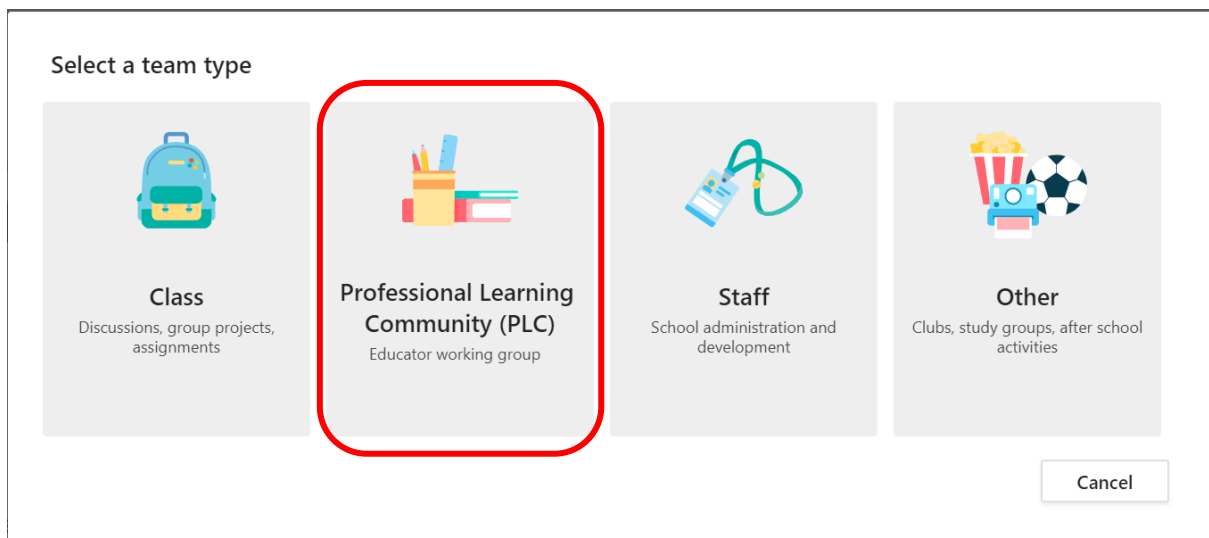
5. Install Microsoft Teams
6. Once installed, open Microsoft Teams
7. Sign in your O365 account
8. Click Join or create team



9. Click Create team



10. Click Professional Learning Community (PLC)



11. Encode a team Name then click Next

Create your team

Educators work together on shared goals or professional development. Each PLC team allows you to organize materials, collaborate, and access a OneNote notebook populated with templates for common PLC tasks.

Name

Sample Team for Webinar

Description (optional)

Privacy

Private - Only team owners can add members

[Create a team using an existing team as a template](#)


Cancel

Next

12. Encode the O365 accounts of the participants then click Add

Add people to "Sample Team for Webinar"

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

GV Gerard Christopher Villegas ×  Mikko Duero × |


Add

Skip

13. Click Close


Add people to "Sample Team for Webinar"

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.



Mikko Duero
 (MIKKO.DUERO) Computer Programmer II

Member ▾ ×



Gerard Christopher Villegas
 (GERARDCHRISTOPHER.VILLEGAS) Computer Maintenance Technologist I

Member ▾ ×

14. Click Meet now


< All teams

ST

Sample Team for Webi... ...

General

ST **General** Posts Files PLC Notebook +




Welcome to the team!

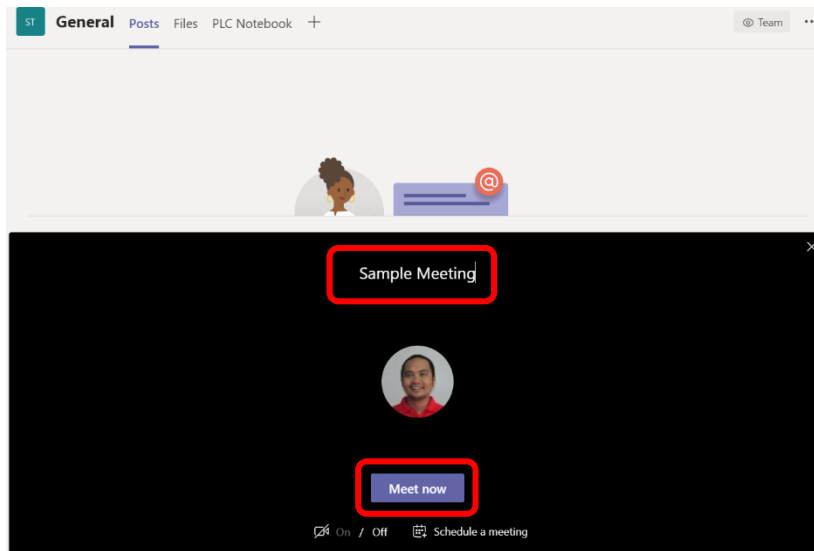
Try @mentioning the team name or teacher names to begin sharing ideas.

Jim Albert Lagado has added Mikko Duero and Gerard Christopher Villegas to the team.

Start a new conversation. Type @ to mention someone.



15. Encode a meeting title and click Meet now



16. The Team's meeting should be started at this point.

Additional Features of Microsoft Teams

Menu	Functions
Show participants	<ul style="list-style-type: none"> View the list of participants who are online Mute a participant's microphone Remove a participant
Show conversation	Send/receive messages
Share	Present a Slide Show, audio-video material, etc
Start recording	Record the audio and video footage
Mute all	Mute all audio of the participants
Show background effects	Select available background effect to replace your actual background