



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

December 9, 2020

OFFICE ORDER

No. **066**, s. 2020

**POLICY GUIDELINES IN THE USE OF GOOGLE CALENDAR IN DEPED
 REGIONAL OFFICE VIII WEBSITE**

To: Schools Division Superintendents
 Regional Office Division Chiefs All Others Concerned

1. In view of the perennial conflict of schedule in the conduct of activities of DepEd Regional Office VIII's Functional Division Offices, Units, and Sections, this Office, through the Policy, Planning and Research Division, hereby issues the enclosed guidelines in the use of Google Calendar in DepEd Regional Office VIII website to strengthen the synchronization and reconciliation of schedules of activities in the Regional Office.
2. All Regional Functional Division Offices shall maximize the utilization of the Google Calendar to avoid conflict of schedule between and among Offices with the same participants from the Regional Office, Schools Division Offices, and schools.
3. The Focal Persons of each Regional Division Office may now start encoding all their quarterly activities for Calendar Year 2021 based on their respective approved 2021 Annual Implementation Plan (AIP).
4. Immediate dissemination of and strict compliance with this Memorandum are strongly directed.

RAMIR B. UYTICO EdD, CESO IV
 Director IV

Enclosures: Policy Guidelines
 References: OM-2019-003 and OM-2019-146 & OM-2019-093
 To be indicated in the Perpetual Index under the following subjects:

CALENDAR	GUIDELINES	POLICY
PPRD-ICC		



POLICY GUIDELINES ON THE USE OF GOOGLE CALENDAR IN DEPED REGIONAL OFFICE VIII WEBSITE

I. Rationale

The establishment of a Google Calendar through the Regional Office VIII website intends to synchronize and reconcile conflicting schedules of activities being initiated by the Regional Functional Division Offices based on their respective Annual Implementation Plan for each quarter of the year. However, despite repeated instructions (OM-2019-003 and OM-2019-146) and reminders (OM-2019-093 and QMS meetings) to the Regional Functional Division Offices, some specific Offices have not even posted their schedule in the calendar. While some Regional Functional Division Offices posted in the Google Calendar, the conflict of the same set of participants has not been considered, thus still resulting in a continuous conflict of schedules that hamper the operations in the different levels of governance.

This perennial issue on conflict of schedules has kept surfacing due to the lack of stringent policy that regulates the scheduling of activities without regard to the participation of personnel from the field, and its dismal effect on the delivery of basic services to the respective clientele.

It is in this very context that this localized policy is established to institutionalize the utilization of the Google Calendar in the Region which intends to practically minimize if not to totally eliminate the conflict of schedules in DepEd Region VIII.

II. Scope

These Policy Guidelines provide for the establishment of a mechanism to ensure strict non-scheduling of activities on dates that require the same set of participants from the Regional Office, Schools Division Offices, and schools. The Guidelines are intended to reconcile the activities of Regional Functional Division Offices, Units, and Sections and consequently to be used as a reference for Schools Division Offices in the scheduling of their activities in the field.

III. Definition of Terms

For purposes of this Regional Order, the following terms are operationally defined and understood as follows:

- a. **Offices.** These refer to Regional Functional Division Offices including Units and Sections and the Offices of the Regional Director and Assistant Regional Director which conduct activities that require the participation of Regional Office, School Division Office, and school personnel.

- b. **Google Calendar.** This is a Calendar generated through a Google account which can be found under "Events" on the DepEd Regional VIII website in which all scheduled activities of the DepEd Regional Office VIII Functional Divisions, Units, and Sections are posted.
- c. **Process Owner.** This refers to the specific Regional Functional Division, Unit, or Section where an activity emanates from.
- d. **Participants.** These refer to all the DepEd personnel from the Regional Office, Schools Division Offices, and schools who are required to attend to a specific activity initiated by the Regional Office.

IV. Policy Statement

In adherence to its aspiration of becoming an institute of world-class services and transaction and a paragon of customer delight, DepEd Regional Office VIII hereby establishes this localized policy to achieve a smooth implementation of activities in DepEd Region VIII.

V. Procedures

To ensure smooth conduct of activities and to strengthen and maximize the utilization of the Google Calendar, the following procedures are hereby established:

A. Process Owners (POs)

1. All Offices shall review the programs, projects, and activities (PPAs) stipulated in their Annual Implementation Plan that requires the conduct of activities whether virtual or face-to-face and whether funded or not, such as Trainings, Seminar-Workshops, Capacity Buildings, Orientations, Meetings, Conferences, Technical Assistance Provision Activities, Monitoring and Evaluation Activities, and the like, which shall be done one to two months before the start of a year and before each quarter.
2. The POs shall identify the participants of these PPEs and the inclusive date/s of the conduct of the activity.
3. The POs shall designate a Focal Person (FP) and an alternate as in-charge of each Office in the encoding of the activities in the Google Calendar and the monitoring of the Google Calendar for any possible conflict or erroneous entries by other Offices in the same schedules. In which case, the FP shall notify the Policy, Planning, and Research Division (PPRD) to coordinate with the concerned POs for immediate correction and reconciliation.

4. To encode the activities of each Office in the Google Calendar, the FP or his/her alternate shall follow the following process:
 - a. Log in to the deped.gov.ph email address of the Office;
 - b. Click the nine-dot square found at the upper right corner of the email;
 - c. Click the icon 'Calendar';
 - d. Select the appropriate Calendar (refer to OM-2019-093);
 - e. Once the Calendar is open, navigate to the month for the conduct of the activity;
 - f. Click on the desired date for the conduct of the activity;
 - g. Type the name of the activity and the name of the Office enclosed in parenthesis;
 - h. Input the actual date of the activity and adjust if necessary;
 - i. Input the specific participants on the description section;
 - j. Make sure the icon of the calendar is ticked.
 - k. Then, click Save.
5. The activities for the whole year shall be encoded by the FP in the Google Calendar before January of every year. The FP shall coordinate with the PPRD for the approval of the posting of the said activities.
6. The posting of the scheduled activities shall be on a 'first-come-first-served' basis. Should Process Owners (POs) have proposed schedule with the same date/s and some or all are same participants with the ones already posted in the Calendar, the POs shall find another schedule with no conflicting participants either at an earlier or at a later date/s. However, in terms of urgency of the conduct of the activities by specific POs, the concerned POs may write an urgent request to the other POs with the schedule posted ahead which may be reset to give way to the urgent activities of the other office at least a week before the actual schedule.
7. The POs may post in the same schedule as the ones already posted if the participants are not the same.
8. In case an intervening activity is scheduled by the Central Office or of the Regional Director for emergency cases, with the schedules already posted in the Google Calendar, the POs shall arrange for the sharing of participants to participate in the Central and Regional activities, or better yet reset the schedule to a later date, if so requires to continue the scheduled activity on schedule or at a later date, respectively.

9. In case of resetting of schedules due to varied reasons, the POs shall reset the schedule to another date/s observing the same process.
10. The POs shall ensure that all activities for the entire year based on their AIPs are already posted in the Google Calendar. Should there also be urgent activities to be conducted for downloaded funds from the Central Office, the Process Owners may request the PPRD for the arrangement of schedule with those affected offices.
11. The Regional Functional Division Chiefs are held accountable for conflicts of schedule of participants during the actual conduct of the activity due to the failure to observe these guidelines.

B. The Policy, Planning, and Research Division (PPRD)

1. The PPRD, being the focal Division in the development of Annual Implementation Plans of the Regional Functional Division Offices, shall ensure that the utilization and posting of activities in the Google Calendar as part of the deliverables of each Office in their respective Annual Implementation Plan under 'Unit Performance'.
2. The PPRD shall see to it that each Office has posted their activities before the year. The PPRD in-charge of the Google Calendar shall double-check the PPEs of each Office per Quarter from each respective AIP and shall coordinate with the concerned Offices for appropriate action.
3. The PPRD shall keep a record on the date/s of compliance of each Office as the basis for performance appraisal by the Performance Management Team (PMT) in terms of timeliness at the end of each rating period. Consistent non-compliant Offices shall be reminded through a Memorandum or in any form of communications. Repeated reminders to non-compliant Offices shall be reported to the Office of the Assistant Regional Director for appropriate action.
4. The PPRD Focal person shall regularly check the schedule posted for any conflict of participants and shall notify the POs who posted late to reset their schedule to an earlier or later date that does not have conflicts with other scheduled activities.

C. Information and Communication Technology Unit (ICTU)

1. Conduct orientation/reorientation of all Google Calendar Focal Persons of each Office;

2. Provide one-on-one coaching, if necessary.
3. Develop a mechanism to control the changing of schedule, participants, title of the activity, and changing of dates once already posted in the Google Calendar.
4. Coordinate with PPRD Focal Person should there be changes in the entries posted in the Google Calendar.

D. Schools Division Offices (SDOs)

1. The Google Calendar shall be used as a reference for the SDOs in the scheduling of activities at their level to minimize the conflict of the schedule of the participants.
2. The SDOs shall check regularly the schedules posted in the Google Calendar especially when schedules have been reset to ensure that there is no conflict of schedules of their prospective participants.
3. For special and emergency cases, should a specific SDO need to request for the resetting of the Regional Office activity due to prior commitments, a Letter-Request indicating the reasons for the resetting shall be submitted to the Regional Director for approval at least a week before the actual scheduled date.

VI. Monitoring and Evaluation

The Quality Assurance shall monitor the compliance of the Process Owners and other concerned entities on these guidelines and shall submit a report to the Office of the Regional Director at the end of the year and shall provide recommendations to improve the process based on the M&E results.

VII. Effectivity

These guidelines shall take effect starting November 2020 while its implementation shall be effective by January 2021 until further revisions.

VIII. References

Office Memorandum No. OM-2019-003 dated January 3, 2019
(Orientation on the Accomplishment of the Google Calendar)

Office Memorandum No. OM-2019-146 dated July 10, 2019
(Reorientation on the Updating of the Google Calendar Application)

Office Memorandum No. OM-2019-093 dated May 16, 2019
(Reiteration on the Utilization of Google Calendar)