



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

May 17, 2021

REGIONAL MEMORANDUM

No. **000258**, s. 2021

RELEASE OF VIDEO CONFERENCING EQUIPMENTS

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

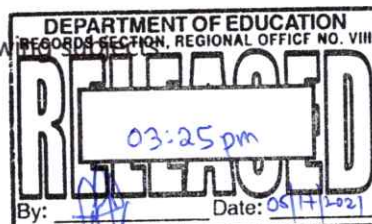
- Attached is a copy of OUA MEMO 00-0521-0077 MEMORANDUM dated 03 May 2021 with the subject **Release of Video Conferencing Equipment** from the Office of the Undersecretary for Administration.
- Immediate and appropriate action of this MEMORANDUM are desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

Enclosure: As stated

Reference: NONE

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

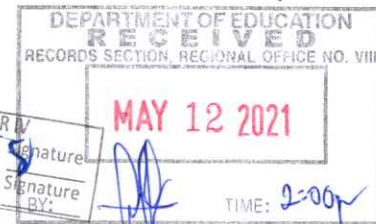




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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim



OUA MEMO 00-0521-0077
MEMORANDUM
03 May 2021



For: **Central Office**
Regional and Division Offices

Subject: **RELEASE OF VIDEO CONFERENCING EQUIPMENT**

We will soon release and install video conferencing equipment. More than just basic laptops, these equipment are functionally **designed specifically for video conferencing**. These will be **deployed in office conference rooms for online meetings and** in the case of the regional and division offices, **for training purposes**. Each of the equipment will have an assigned DepEd email as its separate identity in Microsoft Teams, the official collaboration platform of the Department.

All recipient offices are required to attend an online briefing and orientation organized by the Information and Communications Technology Service (ICTS) on the unboxing and proper configuration of the equipment to be conducted by an authorized trainer from the supplier.

Also, Microsoft will be conducting a training on MS Teams to maximize video conferencing functionalities. Details of the online training and orientation will be announced in a separate correspondence.

All recipient offices listed in the attached Annex are enjoined to contact Ms. Maritess L. Ablay, Chief of the AMD, at 09158665006 and email maritess.ablay@deped.gov.ph for the necessary paperwork and processing for release of the said gadgets.

For technical details about the video conferencing equipment, kindly contact Mr. Nereo Bolante of OUA, at 09178425512 and email neroe.bolante@deped.gov.ph.

For immediate and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



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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)]

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