



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

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27 October 2020

DIVISION MEMORANDUM

No. 270, s. 2020

**PRECAUTIONARY GUIDELINES ON ONLINE MEETING**

To: **All Public Elementary and Secondary School Heads**  
**All Others Concerned**  
This Division

1. In reference to Regional Memorandum No. 403, s. 2020, the Department of Education (DepEd) Region X promotes the advocacy of the Department of Education to protect everyone from any unwanted and disruptive intrusions and infiltrations (also known as zoom bombing or zoom raiding) in online meetings. With this purpose, only the following platforms shall be used for video conferencing as per instruction from the Office of the Undersecretary for Administration (OUA) through OUA MEMO 00-1020-0164 on Precautionary Guidelines on Online Meetings:
  - a. Google Meet
  - b. Microsoft Teams
  - c. Workplace by Facebook
2. The details of the guidelines on creating, scheduling, distributing and managing online meetings, as well as the procedures to follow in case online meetings are infiltrated, compromised, or hijacked are enumerated in the attached copy of OUA MEMO 00-1020-0164.
3. For inquiries and assistance regarding cases associated to this memorandum, please call the Division IT Officer at 09177154632 or send email to [sherrie.dungog@deped.gov.ph](mailto:sherrie.dungog@deped.gov.ph).
4. Immediate and wide dissemination of this memorandum is desired.



Address: Zone 3, Poblacion, El Salvador City | Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
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OLGA C. ALONSABE, PhD, CESE  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

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

ICT  
MEETING

OSDS/SRD



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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:

- a) Google Meet
- b) Microsoft Teams
- c) 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:

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

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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](mailto:icts.usd@deped.gov.ph).

For concerns on MS Teams/Google Meet, contact Mr. Genesis Fernando thru email at [genesis.fernando@deped.gov.ph](mailto: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](mailto:catherine.fuller@deped.gov.ph).

For immediate dissemination and strict compliance.

  
  
**ALAIN DEL B. PASCUA**  
Undersecretary



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