



Republic of the Philippines
Department of Education
 Region I



Office of the Regional Director

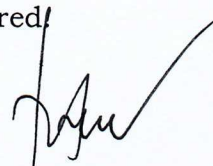

APR 30 2021

REGIONAL MEMORANDUM
 No. 382, s. 2021

**USAGE OF OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION
 (OUA) INBOX FOR TRANSMITTAL OF COMMUNICATIONS AND
 CORRESPONDENCE**

To: **All Schools Division Superintendents
 All Chiefs of the Functional Division
 Units/ Section Heads
 Other Concerned**

1. This is in reference to the attached Memorandum OUA MEMO 00-0421-0141 dated April 28, 2021 from Usec. Alain Del B. Pascua, Undersecretary for Administration, Department of Education, re: Usage of Office of the Undersecretary for Administration (OUA) Inbox for Transmittal of Communications and Correspondence. The inbox allows for the faster and more efficient flow of communication and exchange of correspondence between the OUA and other DepEd offices.
2. In line with this, all are encourage to optimally use the OUA Inbox in Teams, the link to access is **bit.ly/OUAInbox**. Offices are requested to post their correspondence to the OUA in their respective channel (i.e., Central Office, Regional Level, Division Level, School Level. Please note that these are public channels therefore posts and files are accessible to all members of the Team.
3. Immediate dissemination of this memorandum is desired!


TOLENTINO G. AQUINO
 Director IV 

Encl.: Memorandum OUA MEMO 00-0421-0141
 Reference: Memorandum OUA MEMO 00-0421-0141
 To be indicated in the Perpetual Index
 Under the following subjects:

COMMUNICATIONS CORRESPONDENCE

AD/ann/RM_Usage of OUA Inbox for Transmittal of Communications and Correspondence
 April 29, 2021

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