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 encouraged 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

DepEd Region 1: Built on character; empowered by competence.
OUA MEMO 00-0421-0141
MEMORANDUM
28 April 2021

For: Central Office
       Regional Offices
       Schools Division Offices
       Schools
       All Others Concerned

Subject: USAGE OF OUA INBOX FOR TRANSMITTAL OF
       COMMUNICATIONS AND CORRESPONDENCE

The Office of the Undersecretary for Administration (OUA) announces the OUA Inbox via Microsoft Teams as the official platform for receiving and responding to communications for the OUA from the Central Office, Regional and Division Offices, and from the school level.

The OUA Inbox will allow for the faster and more efficient flow of communication and exchange of correspondence between the OUA and other DepEd offices. Submissions via email, Gmail, Yahoo Mail, Viber, Facebook Messenger, WhatsApp, Telegram, and hard copies are highly discouraged to allow the centralization of all correspondence through the OUA Inbox for more efficient tracking and quick response, and to also reduce the carbon footprint by lessening the amount of paper used when submitting hard copies.

The link to access the OUA Inbox in Teams 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.

Confidential documents may be sent directly via Teams Chat to both of the following accounts: @Alain Del Pascua and @Undersecretary for Administration.

For strict compliance.

ALAIN DEL B. PASCUA
Undersecretary

Office of the Undersecretary for Administration (OUA)
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