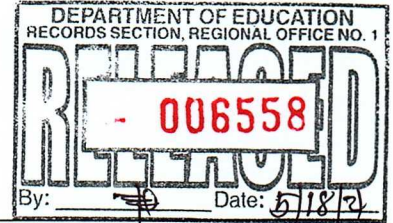




Republic of the Philippines
Department of Education
 REGION I



Office of the Regional Director

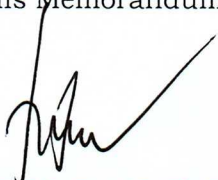
MAY 18 2021

REGIONAL MEMORANDUM
 No. 460, s. 2021

RELEASE OF VIDEO CONFERENCING EQUIPMENT

To: Schools Division Superintendents

- Attached is DepEd Memorandum Number OUA MEMO 00-0521-0077 dated May 3, 2021 issued by the Office of the Undersecretary for Administration (OUA) regarding the release and installation of video conferencing equipment.
- The OUA encourages the listed offices in the attached memorandum to contact Ms. Maritess L. Ablay, Chief of the Asset Management Division for the necessary paper work and processing of gadgets while for the technical details about the video conferencing equipment, kindly contact Mr. Nereo Bolante of the Office of Undersecretary for Administration.
- The contact details of the focal persons and other are discussed in the attached memo.
- Immediate dissemination of and compliance to this Memorandum is desired.


TOLENTINO G. AQUINO
 Director IV

Encls: As Stated
 Reference: DepEd Memorandum Number OUA MEMO 00-0521-0077
 To be indicated in the Perpetual Index
 under the following subjects:

EQUIPMENT TRAINING VIDEO CONFERENCE

AD-AMS/rrnb/RegionalMemorandum-ReleaseofVideoConferencingEquipment
 May 14, 2021

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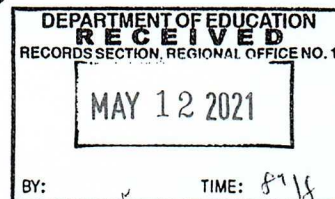


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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OJA 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 nereo.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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