

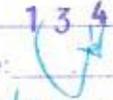


Republic of the Philippines  
**Department of Education**  
MIMAROPA Region  
**SCHOOLS DIVISION of MARINDUQUE**

Department of Education  
Division of Marinduque

**RECORDS SECTION  
RELEASED**

Name: 1344

Signature: 

Date: 6/10/21 Time: 9:40 AM

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

**TO:** OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Unit and Section Heads  
All Others Concerned

**FROM:**   
**ELSIE T. BARRIOS, PhD**  
Schools Division Superintendent

**SUBJECT: USAGE OF OUA INBOX FOR TRANSMITTAL OF  
COMMUNICATIONS AND CORRESPONDENCE**

**DATE:** June 10, 2021

1. In reference to **OUA Memorandum No. 00-0421-0141** dated April 28, 2021 titled **Usage of OUA Inbox for Transmittal of Communications and Correspondence**, this Office highly encourages all offices to utilize the OUA Inbox via Microsoft Teams as the Official platform in receiving and responding to communications from the Office of the Undersecretary for Administration from the Central Office, Regional and Division Offices and from the school level.
2. Submissions via **email, Gmail, Yahoo Mail, Viber, Facebook Messenger, WhatsApp, Telegram, and hard copies are highly discouraged.**
3. The link to access the OUA inbox in Teams is **<https://bit.ly/OUAInbox>**. All offices are requested to post their correspondence to the OUA in their respective channel.
4. The ICT Unit will be conducting a Virtual Orientation on the Use of OUA INBOX via Google Meet on Friday, June 11, 2021 at 9:00 AM through this link <https://meet.google.com/akq-egwc-iqn>.
5. Participants in this activity are Chief Education Supervisor's, Education Program Supervisors, Public School District Supervisors, Elementary and Secondary School Heads and SDO Unit/Section Heads,
6. Immediate dissemination and strict compliance of this memorandum are desired.



Malusak, Boac, Marinduque

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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
 Tanggapan ng Pangalawang Kaunlaran



**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](https://bit.ly/OUAInbox). Offices are requested to post their correspondence to the OUA in their respective channels (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)**  
 Administrative Services, 3/F, Information and Communications Technology Center, 2/FB, District Post Building and Multimedia Center (DPMTC), DepEd Office Building, Services Bldg., Dagupan Teachers College (DTC), Lungsod ng Dagupan, Pangasinan  
 Department of Education, Central Office, Division Office - Iloilo Region  
 Rm 519, Market Ridge Mall, 4300 Mactan Dr., Lapu-Lapu City, Cebu 6010 | 033-8477400  
 Email: oua@doe.deped.gov.ph, Facebook: oua.ph, DepEd.gov.ph



Republika ng Pilipinas

## Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

**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**

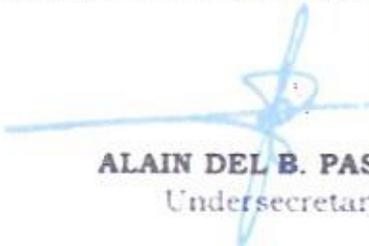
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**Confidential documents may be sent directly via Teams Chat to both** of the following accounts: *@Alain Del Pascua* and *@Undersecretary for Administration*.

For strict compliance,

  
**ALAIN DEL B. PASCUA**  
Undersecretary



### Office of the Undersecretary for Administration (OUA)

*Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Inaglan Teachers' Camp (ITC), Central Security & Safety Office (CSSO)*

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