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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0121-0040
MEMORANDUM
14 January 2021

For: **OUA Strand Offices**

Subject: **MIGRATION TO MICROSOFT TEAMS AS OFFICIAL ONLINE COMMUNICATION PLATFORM**

In view of the termination of the use of Workplace, the Office of the Undersecretary for Administration (OUA) hereby announces that Microsoft Teams will be used as the new official online communication platform.

In this connection, all OUA Strand Offices are directed to ensure that their personnel have access to Microsoft Teams using their DepEd email addresses which have activated Microsoft 365 accounts.

Microsoft Teams can be accessed using a web browser and may also be downloaded as a desktop application here: <https://www.microsoft.com/en-us/microsoft-teams/log-in>. OUA Strand focal persons for Microsoft Teams shall ensure that personnel from their respective offices are added to the appropriate channels.

For assistance regarding DepEd email addresses and Microsoft 365 activation, please contact Ms. Bernalou Julienne P. Parrucho of the Information and Communications Technology Service-Solutions Development Division (ICTS-SDD) at +639052514371 and email at bernalou.parrucho@deped.gov.ph

For immediate and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



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[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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