



Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



DepEd Quezon
ICT Unit
UPLOADED

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07 May 2022

DIVISION MEMORANDUM
DM No. 361, s. 2022

USE OF THE ELECTION MONITORING APP AND MICROSOFT TEAMS

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Education Program Supervisors and Specialists
Unit/Section Heads
Public Schools District Supervisors
Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. Attached herewith is OUA MEMO 00-0522-0046 dated 06 May 2022 signed by Usec Alain del B. Pascua relative to the Use of the Election Monitoring App and Microsoft Teams.
2. Immediate dissemination and guidance of this Memorandum is earnestly desired.

ELIAS A. ALICAYA, JR., EdD
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

ictwbp/cms/05/07/2022

DEPEDQUEZON-TM-SDS-04-009-003



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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0522-0046
MEMORANDUM
06 May 2022

For: **Regional Directors**
Schools Division Superintendents
Public Schools District Supervisors
School Heads and Teachers
All Others Concerned

Subject: **USE OF THE ELECTION MONITORING APP AND**
MICROSOFT TEAMS

The Office of the Undersecretary for Administration (OUA) enjoins all concerned to use the following platforms/guidelines in monitoring and reporting events/incidents related to the National and Local Elections (NLE) on 09 May 2022:

1. Election Monitoring App per OUA Memo 00-0522-0029 dated 04 May 2022
2. Guidelines on uploading NLE-related reports on Microsoft Teams

For more information, questions and concerns on this subject, kindly contact the OUA through email at usec.admin@deped.gov.ph .

For information and strict compliance.


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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Republika ng Pilipinas
Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0522-0029

MEMORANDUM

04 May 2022

For: **Secretary Leonor Magtolis Briones**
Undersecretaries and Assistant Secretaries
Bureau and Service Directors
Regional Directors and BARMM Minister of Education
Schools Division Superintendents
Information Technology Officers
Public School Heads/ Principals
All Others Concerned

Subject: **MANUAL FOR THE ELECTION MONITORING APPS OF THE DEPARTMENT OF EDUCATION**

Relative to the upcoming 2022 National and Local Elections on May 9, 2022, the Office of the Undersecretary for Administration (OUA), through the Information and Communications Technology Service (ICTS), would like to inform you that the **Manual for Election Monitoring App of the Department of Education** can now be accessed through <https://bit.ly/DepEdEMApp>.

For questions or clarifications on this matter, you may email the ICTS at icts.od@deped.gov.ph

Thank you.


ATTY. SALVADOR C. MALANA III
Assistant Secretary
Officer-in-Charge 

Office of the Undersecretary for Administration



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Election Task Force 2022 – Overview



Election Task Force 2022

General

01 Election Broadcast

02 Ballot Box Related

03 Hotspots

04 Machine-Related

05 School Damages

06 Honorarium

07 Personnel Threats

08 Electricity

09 Medical Emergencies

10 Electronic Transmission

11 Physical Transmission

12 Sudden Replacement of BEI

Ang Election Task Force ang ating communication platform ngayong 2022 elections. Ito ay nahahati sa iba't ibang channels. Maaaring pumunta sa mga channels na ito ayon sa report at activity na iyong kailangan gawin.

General – Dito subaybayan ang lahat ng mahahalagang announcements

01 Election Broadcast – Ito and 24-hour live meeting na bukas sa buong task force. Dito ibabahagi ang iyong live report (w/ mic and video) mula sa iyong division.

Sa channels 02 hanggang 12, maaaring mag-post ng updates at magtanong ayon sa iyong concern. (Tandaan: Ilagay sa angkop na channel ang iyong report)

02 Ballot Box Related

03 Hotspot

04 Machine-Related

05 School Damages

06 Honorarium

07 Personnel Threats

08 Electricity

09 Medical Emergencies

10 Electronic Transmission

11 Physical Transmission

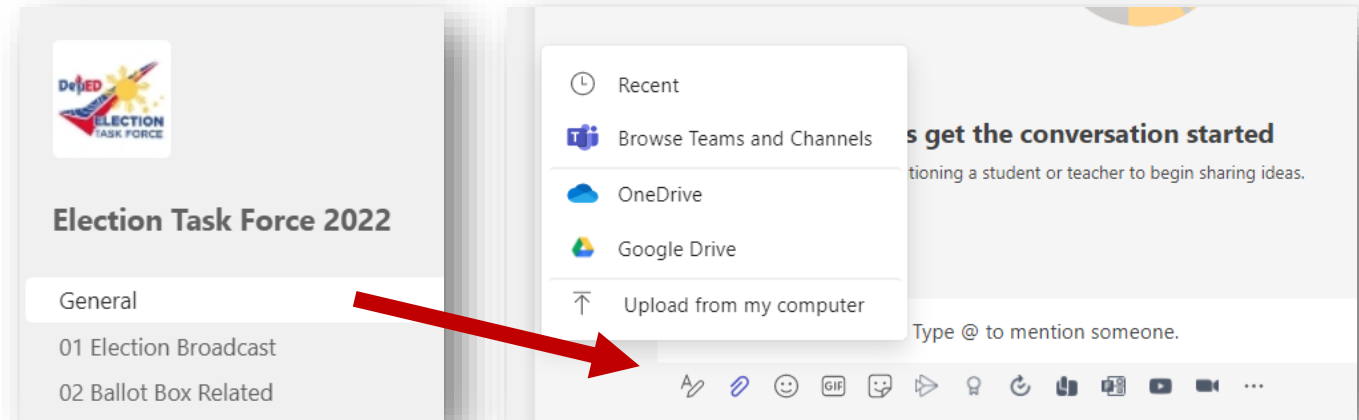
12 Sudden Replacement of BEI



Mag-upload ng report sa isang channel

STEP 1: Piliin ang channel na angkop sa iyong report / update / concern. Piliin ang “New conversation” at i-type ang iyong concern.

I-click ang upload icon upang mag-attach ng file. Piliin ang file na iyong ilalagay sa channel. (Tandaan: Maaaring mag-upload ng document at image)

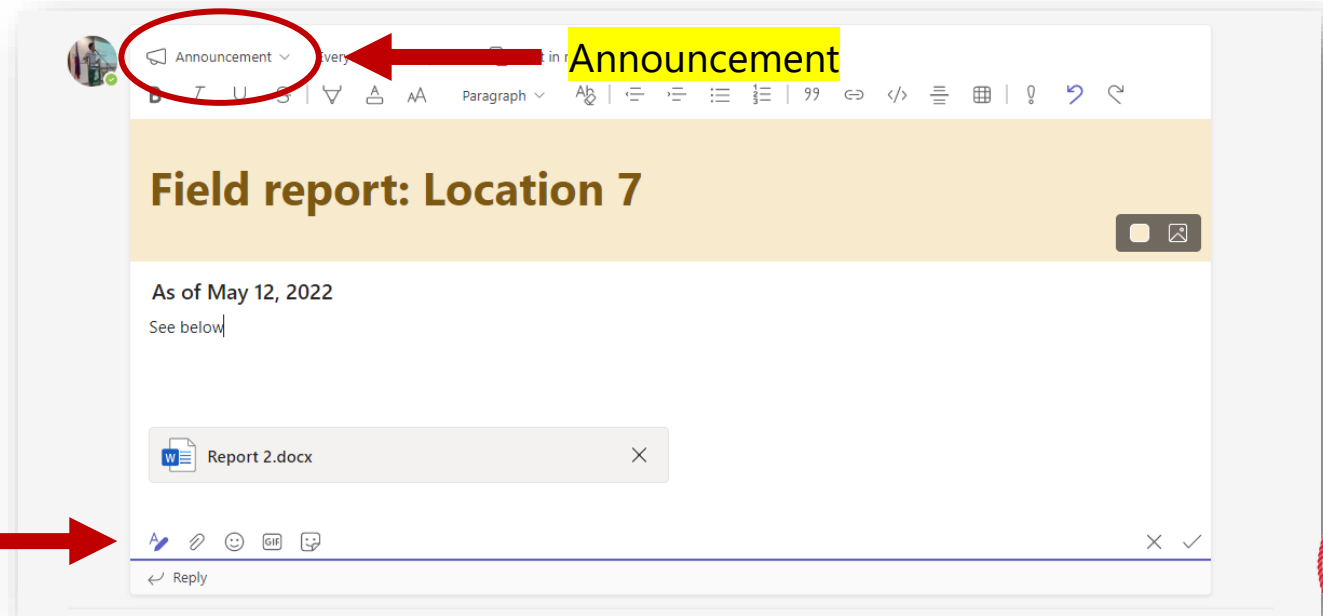


STEP 2: Lagyan ng wastong impormasyon ang iyong report. Maaaring i-edit ang format nito sa pamamagitan ng pag click ng format icon.

Maaaring gawing “Announcement” ang format ng iyong post sa pamamagitan ng pagpili ng Announcement sa kaliwang bahagi ng iyong post.

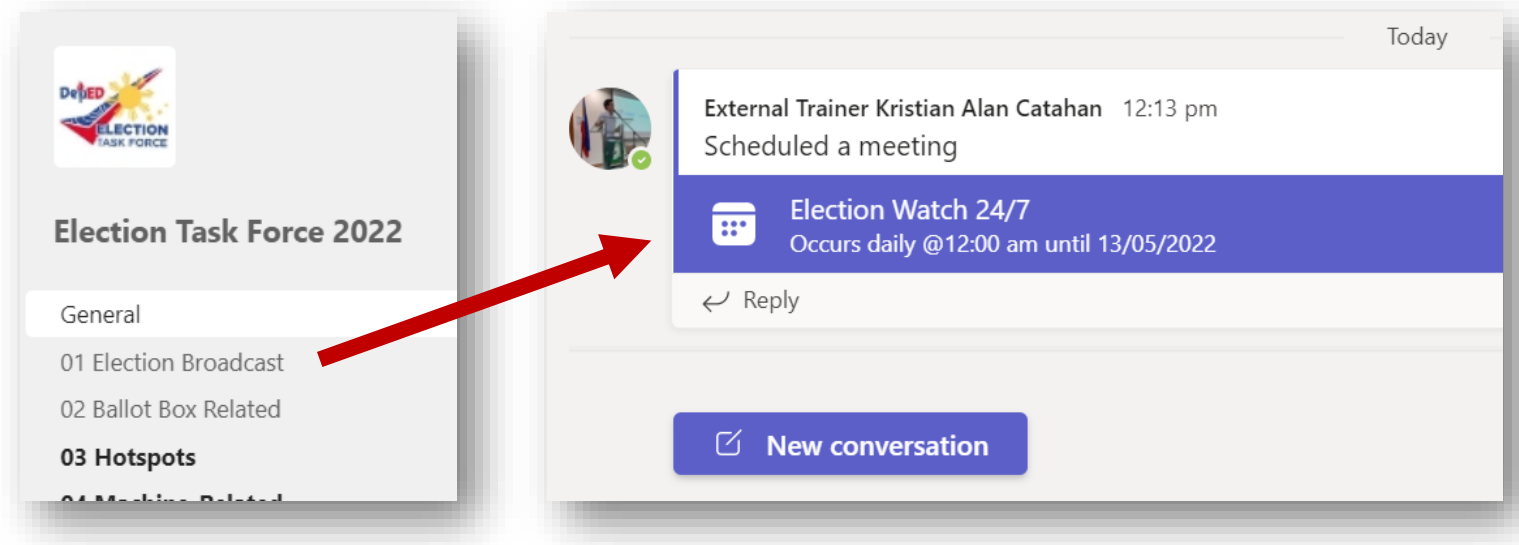
Ipost na ang iyong report.

Format icon



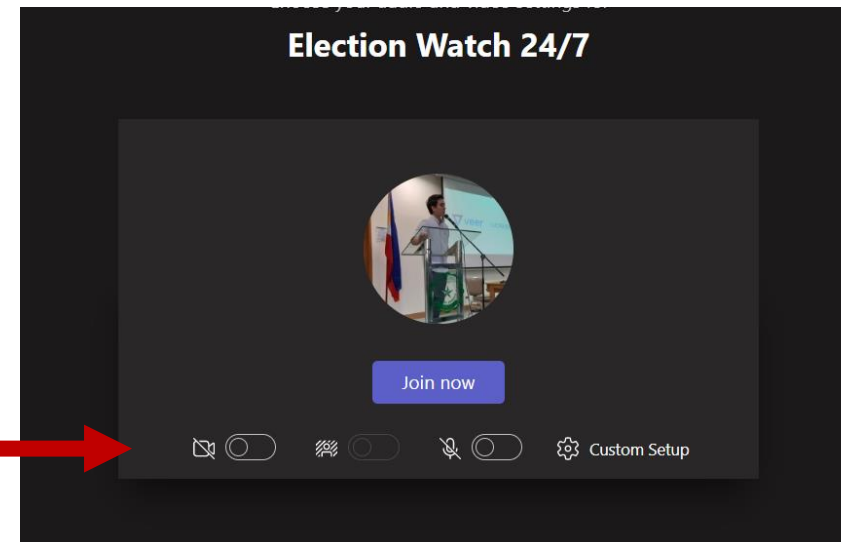
Mag-report sa "Election Broadcast" channel

STEP 1: Piliin ang Election Broadcast Channel at pumasok sa scheduled meeting. I-click lang ito at piliin ang **"Join"** sa kanang bahagi ng app.



Tandaan: bago pumasok sa meeting, siguraduhin na naka-sara ang iyong video at microphone upang mapanatiling maayos ang takbo ng meeting.

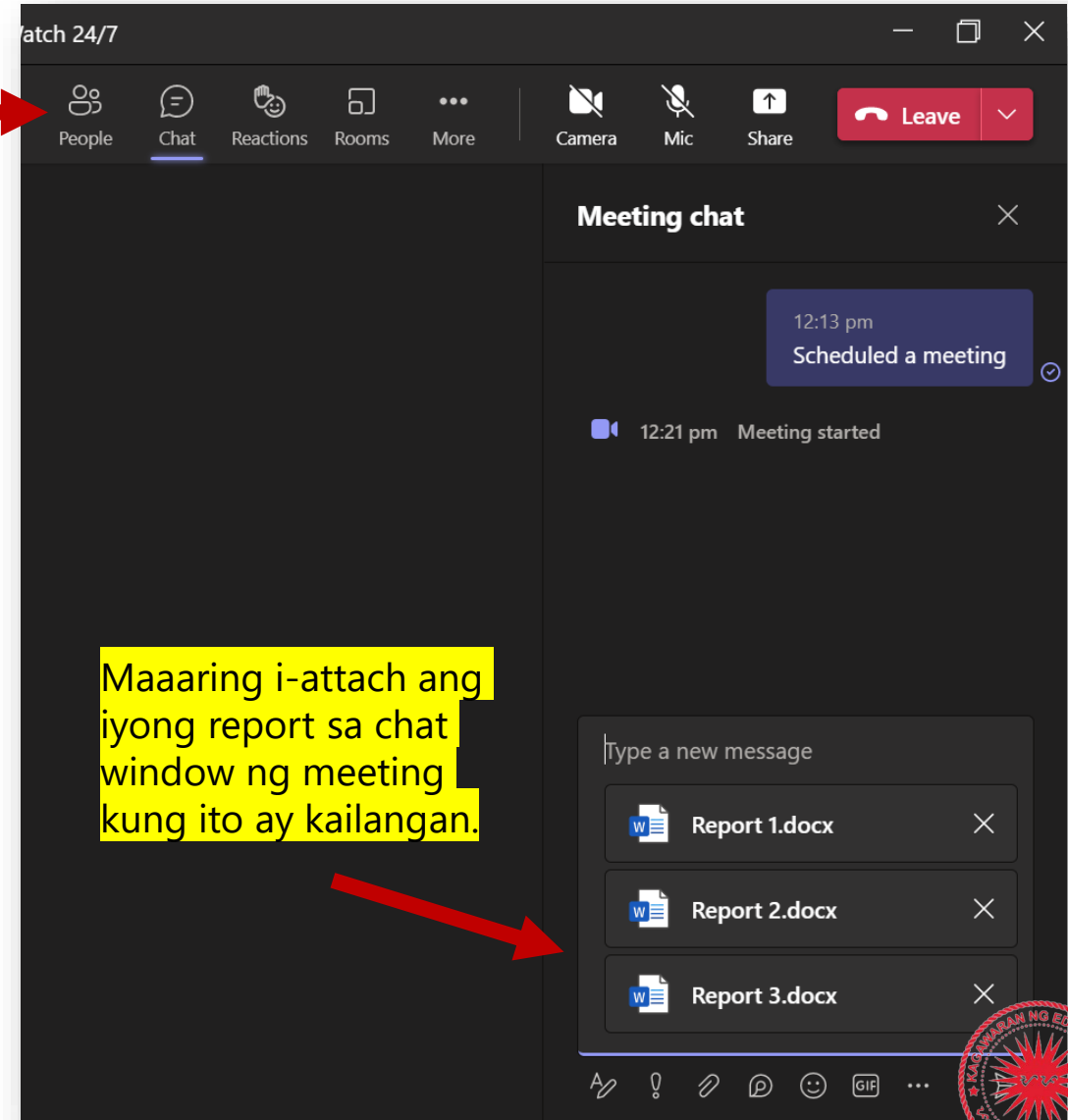
Isara ang iyong camera at mic



Mag-report sa "Election Broadcast" channel

STEP 2: Maaari nang mag-interact sa loob ng meeting. Hintayin ang instructions na buksan ang iyong microphone bago magsalita't magbahagi. Maaaring gamitin ang "**Chat**" para sa karagdagang katangunan o paglagay ng report.

Dito rin mabubuksan ang iyong presentation sa task force. Piliin lang ang "Share" icon at kunin ang presentation na iyong gagamitin. Kapag ito ay nag-load, maaari nang buksan ang microphone



Maaaring i-attach ang iyong report sa chat window ng meeting kung ito ay kailangan.



Mga dapat tandaan:

1. Gamitin ang **Microsoft Teams desktop app**. (I-download ang teams sa **teams.microsoft.com** gamit ang iyong DepEd Microsoft account. I-click ang download icon sa kaliwang bahagi ng web app upang ma i-download ito)
2. Sa loob ng broadcast meeting, **hintayin ang instructions ng organizer** bago mag-upload, mag-attach, mag-present ng report, at magbukas ng microphone. Ito ay upang mapanatiling maayos at malinis ang komunikasyon sa loob ng group
3. Sa loob ng broadcast meeting, **iwasan ang agad na pagbukas ng microphone at ang pag share ng iyong screen** habang may nagbabahagi't nagsasalita sa meeting. Hintayin itong matapos at hintayin ang instruction ng organizer
4. Maaaring naka-disable agad ang iyong microphone, video camera, at chat sa pagpasok niyo ng broadcast meeting. Maaaring mag-request sa "General" channel na i-enable ito. Hintayin ang response ng admin / organizers.
5. Siguraduhin na tama ang mga document na iyong nilalagay sa Team
6. Ang Election Task Force 2022 ay isang **private Team**. Siguraduhin na lahat ng reports o anumang impormasyon ay hindi maibabahagi sa publiko o sa labas ng Election Task Force.

