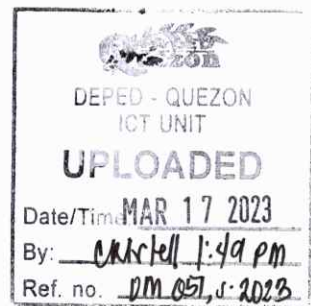




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



16 March 2023

OFFICE MEMORANDUM
OM No. 051, s. 2023

MANAGING SCHEDULE FOR REQUESTS USING ONLINE PLATFORM

To: Assistant Schools Division Superintendents
SGOD and CID Chiefs
Education Program Supervisors
Education Program Specialists
Unit/Section Heads
Division Personnel
Gumaca, Catanauan, Real Extension Offices Personnel
All Others Concerned

In relative to OUA-0420-0042, recommending the use of online video conferencing platform in meeting and other related activities. The ICT Section systematize the schedule of online meeting, conference, seminar and training involving teaching and non-teaching personnel of SDO Quezon.

The following policy shall be observed by the ICT Section:

- ensure first request first served basis schedule
- release meeting link to the requesting party as soon as possible
- ensure that the zoom/google/MS Teams platform will be for official use only
- relase a copy of the recording upon request of the program coordinator and approval of the top management

To simplify the process, the following procedure shall serve as a guide

- The requesting party must fill-up the online request form thru this link:

<https://tinyurl.com/OnlineScheduleRequest>

DEPEDQUEZON-TM-SDS-04-010-004



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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
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- b. The ICT Staff checks request from the program coordinator and verifies the availability of the requested schedule. If available, the ICT Staff confirms the request. If not, the ICT staff informs the program coordinator.
- c. Once confirmed, the ICT Staff sends the meeting link to the program coordinator through any form of communication. (e.g. messenger, e-mail, sms, call etc..)
- d. The ICT Staff prepares the online platform 30 minutes before the activity and manages hosting, participants limitation, video recording and provides technical assistance during the activity.
- e. The ICT Staff endorses the saved video recording of the activity to the IT Officer.
- f. The IT Officer safekeeps the video recording and issues copy upon approval of the top management.

Immediate dissemination of this Memorandum is earnestly desired.

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

ICT/wbp/03/16/2023

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Request for Zoom Schedule

Form description

This form is automatically collecting emails for Department of Education users. [Change settings](#)

Title *

Short answer text

Requesting Section *

1. SGOD
2. SGOD - YFD
3. SGOD - EFS
4. SGOD - HRD
5. SGOD - PAR
6. SGOD - Health

Type of Video Conferencing Platform *

- Zoom
- Google Meet
- MS Teams

Start Date *

Month, day, year



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End Date *

Month, day, year



Start Time *

Time



End Time *

Time



Number of Hours *

Short answer text

Name of Facilitator/Requested by *

Short answer text

Contact No.: *

Short answer text

E-mail Address

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