



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

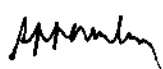
03 MAY 2021

DIVISION MEMORANDUM
No. 23, s. 2021

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

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/ DICs
Elementary and Secondary School Heads
All Others Concerned

1. This Office disseminates OUA Memo 00-0421-0141 titled "**Usage of OUA Inbox for Transmittal of Communications and Correspondence**". It is hereby announced that the **OUA Inbox via Microsoft Teams** will be 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.
2. 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 carbon footprint by lessening the amount of paper used when submitting hard copies.
3. The link to access the OUA Inbox in MS Teams is **bit.ly/OUAInbox**. Offices are requested to post their correspondence to the OUA in their respective channel (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.
4. **Confidential documents may be sent directly via Teams Chat to both of the following accounts: @Alain Del Pascua and @Undersecretary for Administration.**
5. For strict compliance.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

4/30/2021

SPP/OSDS-ICT/RVG/gao



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM
No. _____, s. 2021

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

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

1. This Office disseminates OUA MEMO 00-0421-0141 titled **Usage of OUA Inbox for Transmittal of Communications and Correspondence**.
2. Immediate dissemination and compliance with this Memorandum is required.

SALUSTIANO T. JIMENEZ, JD, EdD, CESO V
Director IV
Regional Director

STJ/CAH/CTC/JPJ



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Nos.: (032) 231-1433; (032) 414-7399
Email Address: region7@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

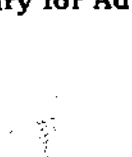
The Office of the Undersecretary for Administration (OUA) announces the **OUA Inbox via Microsoft Teams** as the official platform for receiving and responding to communications for the OUA from the Central Office, Regional and Division Offices, and from the school level.

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. Offices are requested to post their correspondence to the OUA in their respective channel (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)

Department of Education, Central Office, Mercedo Avenue, Pasig City
 Rm 519, Mabini Bldg. Mobile: +63926032076; Tel: (+632) 86327203, (+632) 86376217
 Email: usec.admin@deped.gov.ph; Facebook/Twitter: [@depedayo](#)



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

“EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat”