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SDO-DAGUPAN
BY:
DATE OCT 19 2021
TRACKING NO. 2907

Division Memorandum
No. 270 s.2021

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads
Heads of Functional Divisions/Units
Teaching Personnel
All Others Concern

From: **AGUEDO C. FERNANDEZ, CESO VI**
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division/Superintendent

Subject: **SUBMISSION OF PHOTO DOCUMENTATION OF THE DIFFERENT PROJECTS, PROGRAMS AND ACTIVITIES (PPAs) THROUGH MICROSOFT TEAMS.**

Date: October 19, 2021

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1. The Office of the Undersecretary for Administration (OUA) enjoins all personnel to submit photos/documentation of their respective PPAs through Microsoft Teams vis-à-vis real time reporting of physical status of school structures in time of calamities and disasters.

2. The photos/documentation to be submitted will enable the fast and up to date monitoring of the various PPAs and assistance from OUA.

3. Attached herewith is the DepEd OUA Memorandum No. 00-0421-0084 dated April 20, 2021 for reference and guidance.

4. Immediate and widest dissemination of the contents of this memorandum is desired.
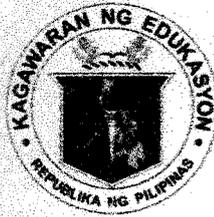
OUA MEMO 00-0421-0084
MEMORANDUM
20 April 2021

For: **OUA Strand Offices**

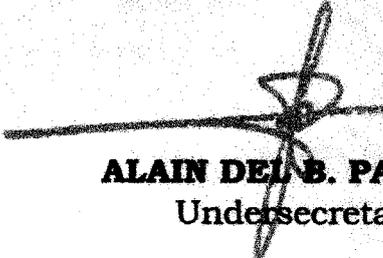Subject: **SUBMISSION OF PHOTO DOCUMENTATION OF PPAS THROUGH MICROSOFT TEAMS**

The Office of the Undersecretary for Administration (OUA) enjoins all personnel involved in the different projects, programs, and activities (PPAs) under the Administration Strand to submit photo documentation of their respective PPAs through Microsoft Teams. Also included in these submissions are real-time reporting of physical status of school structures in the event of disasters and calamities such as typhoons, flooding, earthquakes, etc.

The photos to be submitted will be used as part of the monitoring of the various PPAs and current status of schools and other facilities. Uploading to Microsoft Teams will enable the fast and up to date submission of photo documentation that may assist in the prompt response of the OUA.

Attached to this memorandum are the guidelines and steps to be followed when uploading high resolution photos.

For questions regarding this initiative, please contact Ms. Maia Tanedo of the OUA at email maia.tanedo@deped.gov.ph.

For compliance.

ALAIN DEL B. PASCUA
Undersecretary

STEPS ON UPLOADING PHOTO DOCUMENTATION
IN MICROSOFT TEAMS

1. The Teams and Channels that will serve as repository for documentation photos are accessible by anyone within the Department of Education with an active DepEd email address and active Microsoft 365 account.

2. All photos to be uploaded should strictly follow the naming convention below (CODE is given in the tables below):
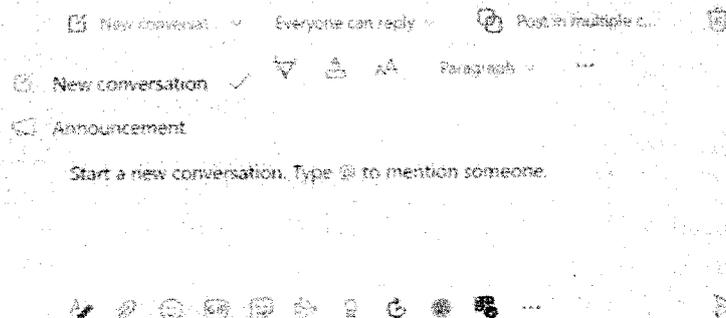
   [CODE_School Name_Photo number]

   - CODE can be found in the tables below
   - Abbreviate NHS, IS, ES, HS, etc.
   - Place an underscore (_) before the photo number

   Examples:
   EFDGabaldon_PalawanNS_01.jpg
   BASKETBALL_SanJuanNHS_02.jpg

3. Photos should be uploaded in the correct Channel (listed in the table below) as an ANNOUNCEMENT:

   a. Enter the Team and click on the Channel you will be posting photos in.

   b. Click [New conversation] then the Format icon ✐ .

   c. At the top of the box that appears, click the New Conversation button and select Announcement:

   d. Input the required information as shown below:

Type a headline ➡ Headline - Name of School

➡ Subhead - Region and Division

➡ Body - Other details

Add a subhead

e. Click the Attach button 📎 and select the files you want to upload. **Please post only 3-5 photos per Announcement.** Remember to rename the photo's file names to follow the naming convention.

f. Click the Send button ▷ to finish posting your Announcement.

g. You can access the files you attached (together with all other files shared) on the Files tab.

🛡 **General** Posts Files Staff Notebook

+ New ⌄   ↑ Upload ⌄   ⟳ Sync

4. There are two Teams set up for the Administration Strand. Below are the list of Teams and Channels and their respective Codes to be used when naming the photos:

Team: OUA School Photos	
CHANNELS	**CODE**
EFD – New Construction School Buildings	EFDNewCon
EFD – Repair of Classrooms	EFDRepair
EFD – Gabaldon Restoration	EFDGabaldon
EFD – Last Mile Schools	EFDLMS
EFD – Solar and Electrification	EFDSolar
EFD – School Furniture	EFDFurniture
DRRMS – Typhoon and Flood Damages	DRRMSTyphoon
DRRMS – Landslides and Soil Erosion Damages	DRRMSLandslide
DRRMS – Fire Damages	DRRMSFire
DRRMS – Earthquake Damages	DRRMSEarthquake
DRRMS – Volcanic Eruption Damages	DRRMSEruption
DRRMS – Armed Conflict Damages	DRRMSConflict
DRRMS – Schools as Evacuation Centers	DRRMSEvac
DRRMS – Schools as Covid-19 Facilities	DRRMSCovid
BLSS-SHD – School Feeding	SHDFeeding
BLSS-SHD – Medical and Nursing Services	SHDMedical

BLSS-SHD - Dental Services	SHDDental
BLSS-SHD - School Clinics	SHDClinics
BLSS-SHD - Academe Partners	SHDPartnersAcad
BLSS-SHD - Hospital and Clinic Partners	SHDPartnersHospital
BLSS-SHD - Water Sanitation Hygiene	SHDWASH
BLSS-SHD – School Mental Health	SHDMentalHealth
BLSS-SHD – Adolescent Reproductive Health	SHDRepHealth
BLSS-SHD – Drug Education and Tobacco Control	SHDDrugTobacco
BLSS-YFD - Student Governments	YFDSSG
BLSS-YFD - Pupil Governments	YFDSPG
BLSS-YFD - Teacher Advisers	YFDAdvisers
BLSS-YFD - Gulayan sa Paaralan	YFDGulayan
BLSS-YFD - School in a Garden	YFDSIGA
BLSS-YFD - Tree Planting	YFDTreePlanting
BLSS-YFD – Kabataan Kontra Droga	YFDKontraDroga
BLSS-YFD – Culture and Arts	YFDCulture
BLSS-YFD – National Greening Program	YFDNGP
BLSS-YFD – ROTC	YFDROTC
BLSS-YFD – SPES	YFDSPES
BLSS-YFD – Nation of Heroes	YFDHeroes
BLSS-YFD – Gawad Siklab	YFDSiklab
ICTS - OERs	ICTSOER
ICTS - DepEd Commons	ICTSCommons
ICTS - DepEd TV	ICTSTV
ICTS - DepEd Radio	ICTSRadio
ICTS – DepEd Computerization Program	ICTSDCP
ICTS – Virtual INSET	ICTSVINSET
ICTS – DepEd Learning Management System	ICTSDLMS
ICTS – Public Education Network	ICTSPEN

Team: OUA School Sports BLSS-SSD	
CHANNELS	CODE
SSD – Archery	ARCHERY
SSD – Arnis	ARNIS
SSD – Athletics	ATHLETICS
SSD – Badminton	BADMINTON
SSD – Baseball	BASEBALL
SSD – Basketball	BASKETBALL
SSD – Billiards	BILLIARDS
SSD – Bocce	BOCCE
SSD – Boxing	BOXING
SSD – Chess	CHESS
SSD – Dancesport	DANCESPORT
SSD – Football	FOOTBALL
SSD – Futsal	FUTSAL
SSD – Goal Ball	GOALBALL
SSD – Aerobic Gymnastics	AEROBICGYM

SSD – Rhythmic Gymnastics	RHYTHMICGYM
SSD – Artistic Gymnastics	ARTGYM
SSD – Pencak Silat	PENCAKSILAT
SSD – Sepak Takraw	SEPAKTAKRAW
SSD – Softball	SOFTBALL
SSD – Swimming	SWIMMING
SSD – Table Tennis	TABLETENNIS
SSD – Taekwondo	TAEKWONDO
SSD – Tennis	TENNIS
SSD – Volleyball	VOLLEYBALL
SSD – Wrestling	WRESTLING
SSD - Wushu	WUSHU

5. The link to access the Teams are:
   a. OUA School Photos – bit.ly/OUASPh
   b. OUA School Sports BLSS-SSD - bit.ly/OUABLSS-SSD