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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0520-0046
MEMORANDUM
15 May 2020

For: **Administration Strand**

Subject: **ONLINE SESSION IN THE EFFECTIVE DELIVERY OF TELECONFERENCING, VIDEO CONFERENCING AND WEBINARS FOR OUA STRAND**



The Office of the Undersecretary for Administration (OUA) through the Information and Communications Technology Service – Educational Technology Unit (ICTS-ETU) will be conducting a webinar series on the effective delivery of teleconferencing, video conferencing, and webinars for OUA Strand with the following schedules and topics:

| | |
|------------------------------------|---|
| 20 May 2020 (09:30am – 11:00am) | Webinar Broadcast |
| 21 May 2020 (09:30am – 11:00am) | Videoconferencing and Teleconferencing |

The capacity building program for key personnel of the Administration Strand will help make work sustainable and effective in the “new normal”. The online session will discuss the guidelines, techniques, and parameters on how to maximize online resources in conducting effective web sessions.

For questions, kindly contact Ms. Rachele Ann Velasco of ICTS-ODIR via email at rachele.velasco@deped.gov.ph.

For appropriate action.



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 (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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