

05 MAY 2020

**DIVISION MEMORANDUM**  
No. 87, s. 2020

**RECOMMENDED VIDEO CONFERENCING PLATFORMS AND ETIQUETTE**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
All Others Concerned

1. In consonance with the OUAMEMO 420-0042, DepEd strongly recommends to all concerned personnel the use of Microsoft Teams, Workplace by Facebook and Google Meet in Video Conferencing for security and strict confidentiality.
2. All DepEd personnel of SDO Kabankalan City shall observe the following video conferencing etiquette effective immediately.
  - a. **Set a Schedule**

The meeting host shall set the date and time, and the platform to be used. The schedule and the agenda should be shared to all intended participants prior to the conference.
  - b. **Start the Conference on Time**

Begin with the preliminaries, e.g. prayer, attendance check, review of video conferencing etiquette. Discuss each agendum.
  - c. **Minimize Distractions**

Apply the "One mic rule". Turn off the microphone and video when you are not the speaker. When using a computer or a laptop, switch off other media applications. Ask permission to speak and wait for the host to acknowledge you.

**d. Be Professional**

Wear clothes appropriate for meetings and conferences.

**e. Be Responsible**

Share only information that is useful to the realization of the agenda.

**f. Use the Features Productively**

Maximize the use of chat box and file transfer features of the platform for side conversation and sharing of ideas.

**g. Synthesize**

Provide a quick recap of the decisions and agreements made.

4. The host shall prepare the minutes of every video conference conducted and submit the same upon request.
5. Immediate and widest dissemination and compliance of this Memorandum are highly desired.

  
**PORTIA M. MALLORCA, PhD, CESO V**  
*Schools Division Superintendent*