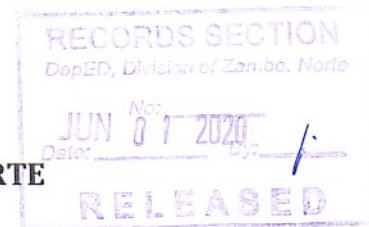




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Capitol Drive, Estaka, Dipolog City 7100




Tel No.: (065) 212-5843

e-mail address: zn.division@deped.gov.ph

Division Memorandum

No. 156, S. 2020

To: Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned
This division

From:  **MA. LIZA R. TABILON EdD, CESO V**
Schools Division Superintendent

Subject: Registration of School and District DRRM
Coordinators to the Google Meet App.

Date: June 1, 2020

1. The division is with the DepEd Task Force COVID 19 to curtail the spread of the emerging infectious disease in the organization, while we continue to do business in the department we need to mobilize necessary activities in accordance with the guidelines set in the IATF and other issuances relevant thereto.
2. Relative to the stringent measures on physical distancing, this office hereby requests School and District DRRM Coordinators to **Download the Google Meet App and register using the DepED E-mail account** which will be the platform for on-line engagement for trainings and webinars.
3. The **Deadline of registration is not later than June 5, 2020**, the Division DRRM Coordinator will conduct tracking of the complete registration of School and District DRRM Coordinators via **znrrm.division@gmail.com** to ensure maximum participation and full engagement of field personnel when online engagement is in use. Attached herewith is the On-line Meeting and Training Protocol.
4. For guidance and strict compliance.

EDJ/DivisionMemorandum/DRRM/GoogleMeetRegistration/003/06012020



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ON-LINE MEETING AND TRAINING PROTOCOL

Relative to the stringent measures on physical distancing, the DRRM Program will mobilize resources to render appropriate response for our school personnel in the context of the COVID-19 Pandemic, as such, the division DRRM Coordinator will conduct on-line meetings and trainings, with this, we expect that all participants to abide by the following:

1. All **online meetings and trainings are recorded** for documentation purposes. By joining a meeting or training, you are giving full rights to the host to collect necessary information such as, but not limited to, your full name, email address and contact number.
2. **Stay in a quiet place** where you will not be disturbed by others. As much as possible, stay away from pets and children as it adds to the noise when speaking. Personal earphone is recommended with built-in microphone to reduce background noises.
3. **Be on time.** If possible you can check-in 15 minutes before scheduled date of meetings or trainings. Callers who join late might interrupt the discussion and may be denied entry to the on-line meeting room.
4. Upon entering the room, always **mute your microphone**. Your settings should look as follows:



5. **Wait for the moderator to acknowledge you before speaking.** The moderator will enable your audio function only then will you be allowed to speak. Before speaking, always introduce yourself first by stating your name, school name, district, position or designation as the case may be or when necessary.
6. **Video is not required.** Should you enable video, please be mindful of what's being shown in the camera. As much as possible, stay in a clutter-free surrounding. Refrain from eating or doing anything else.
7. Screen sharing may be requested depending on the topic of the meeting/webinar. To use it click the screen share button as encircled below:



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Turn on captions



Present now

Note: For the workshop, video is requested to connect us more with each other.

8. For questions and comments, please use the chat function. **Avoid profanities**, and any unlawful work language. **DO NOT** type in capital letters. Please stay relevant to the topic and avoid chitchat.

9. **Certificate of participation** for meetings/webinars will be issued after completing the QATAME and evaluation which will be sent to your email within 48 hours after the meeting/webinar.

10. Presentations and recording of webinar may be available within the week after completing the post-webinar evaluation and QATAME.

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