



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**



Division Memorandum No. 150 s. 2021

TO: The Division Office Personnel  
PSDSs/PICDs  
School Heads (Both Elementary and Secondary)  
All Others Concerned  
This Division

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

SUBJECT: USAGE OF OUA INBOX FOR TRANSMITTAL OF  
COMMUNICATIONS AND CORRESPONDENCE

DATE: APRIL 30, 2021

1. This Office disseminates the attached OUA Memo 00-0421-0141 that requests the use of the OUA Inbox via Microsoft teams for communications and correspondence intended for the Office of the Undersecretary for Administration.
2. In line with the above, all concerned division and field officials are hereby enjoined to course all correspondence thru the inbox as requested. However, confidential documents may be sent directly to the two accounts therein stated.
3. Attention is invited to paragraphs 2, 3 and 4 thereof.
4. Immediate dissemination of and strict compliance with this memorandum is directed.

OSDSjlr/OUA Inbox/DM012-2021/04302021

N-avigating  
O-pportunities to  
R-engineer for  
T-ransformation &  
E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100  
Tel No.: (065) 212-5843  
e-mail address: zn.division@deped.gov.ph



"Be and Do Much Better Each Day  
with a  
Sense of Urgency"




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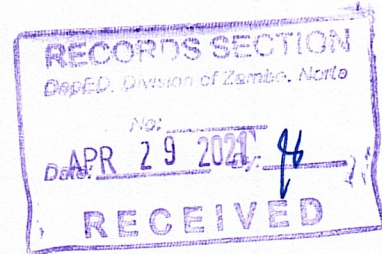
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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim



**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**

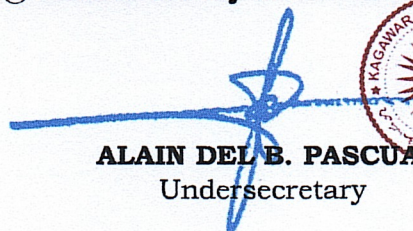
The Office of the Undersecretary for Administration (OUA) announces the **OUA Inbox via Microsoft Teams** as the official platform for receiving and responding to communications for the OUA from the Central Office, Regional and Division Offices, and from the school level.

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](https://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



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

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Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

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