



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

09 MARCH 2021

DIVISION MEMORANDUM

No. 55 , s. 2021

**VIRTUAL ORIENTATION OF DISTRICT SOCIAL MOBILIZATION
AND NETWORKING COORDINATORS (DSMNCs) ON DEPED
PARTERSHIPS DATABASE SYSTEM (DPDS)**

**TO: Public Schools District Supervisors
District Social Mobilization and Networking Coordinators
School Heads of Public Elementary, Junior, and Senior High Schools
All Others Concerned**

1. This is to request all District Social Mobilization and Networking Coordinators (DSMNCs) to attend and actively participate in the virtual orientation on DepEd Partnerships Database System (DPDS) for DSMNCs on Monday, March 15, 2021 8:00 AM via Google Meet.
2. The virtual orientation aims to update the DSMNCs about the weekly reporting on generated resources via Google Sheet and the DPDS quarterly updating, among other technical matters.
3. The following are the meeting guidelines and procedures:

a. Virtual Orientation Details

Google Meet Link:

<https://meet.google.com/knk-cypo-svh>



Poblacion, Numancia, Aklan
Tel/Fax No. (036) 265-3744
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph

- b. **Attendance during the virtual meeting is required.** Participants are not allowed to turn off their cameras during the virtual meeting. No show policy will be implemented. No certificate will be given to absentees.
- c. **Technical Requirements.** To be able to effectively and efficiently participate, you are advised to do or use the following:
- ✓ Laptop or Desktop
 - ✓ An internet connection – broadband wired or wireless (3G or 4G/LTE)
 - ✓ Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
 - ✓ A webcam or HD webcam - built-in or USB plug-in
 - ✓ Earbuds or headphones are preferable to avoid audio feedback and echo
 - ✓ Download Google Meet application thru this link: <https://play.google.com/store/apps/details?id=com.google.android.apps.meetings>
- d. **Basic Internal Procedures during the Meeting.** The following procedures shall be observed during the virtual meeting.
- ✓ During the roll call, every attendee shall state for the record the following:
 - i. Full name and position
 - ii. Location
 - iii. Confirmation that you can hear and/or see the other attendees
 - ✓ Be aware of your surroundings and how you appear visually: a quiet location with no background noise and closed blinds on windows so that you are easier to see in the video.
 - ✓ To limit distractions and create additional noise, please ensure that you mute your microphone when you are not speaking.
 - ✓ Be aware of your behavior. Because you are on a video conference, others can see what you are doing at all times.
4. Health and safety protocols are to be observed as articulated in the Inter-Agency Task Force (IATF) Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines with amendments as of June 03, 2020.
5. One hundred percent (100%) attendance of the District SMNCs is enjoined.



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6. Expenses incurred relative to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosure: none

Reference: DepEd Order No. 40, s. 2015

To be indicated in the Perpetual Index under the following subjects:

CAMPAIGN

CONFERENCE

MEETING

PROGRAMS

/mbggp



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