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

**OUA MEMO 00-1220-0091**  
**MEMORANDUM**  
09 December 2020

For: **OUA Strand Offices**  
**Workplace Focal Persons**  
**All others concerned**

Subject: **TERMINATION OF USE OF DEPED WORKPLACE**

The Office of the Undersecretary for Administration (OUA) announces the termination of the use of Workplace for the Department of Education. **This will take effect on 11 December 2020 (Friday.)**

In line with this, all offices and focal persons are hereby instructed to **download and collate all relevant photographs, files, and information, including members of different Workchat groups and their email addresses, relating to programs and projects under the OUA Strand such as DepEd TV and Radio, Last Mile Schools, School Building Program, School Sports Program, School-based Feeding Program, etc.**

All materials gathered from Workplace should be uploaded in the appropriate Google Drive folder accessed through this link <https://bit.ly/WorkplaceDownloads> **on or before Thursday, 10 December 2020.**

Arrangements are being made to migrate to a different platform. Another memorandum will be released when this is finalized.

For strict compliance and immediate 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 (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)*

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