



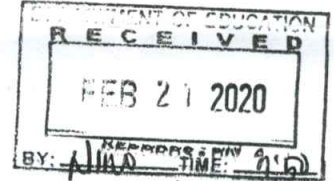
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DEPARTMENT OF EDUCATION
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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 01-0220-0659
MEMORANDUM
20 February 2020

For: **Regional Directors**
Schools Division Superintendents
ESSDs and SGODs
Regional and Division Sports Officers
School Sports Coaches



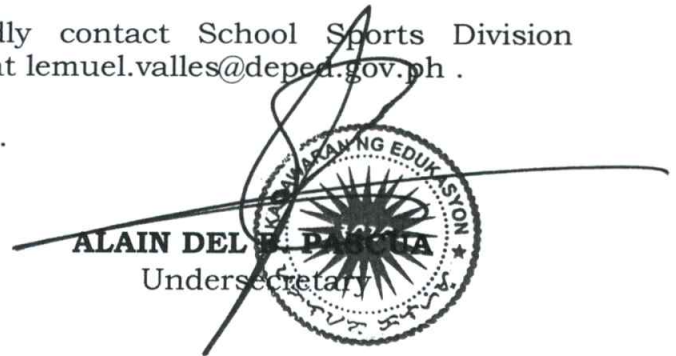
Subject: **DRAFT OF DEPED SPORTS MANUALS ON WORKPLACE
FOR COMMENTS AND INPUT**

The drafts of Sports Manuals for all 23 sports disciplines are almost complete. In this regard, the said manuals will be uploaded to Workplace for Regional Sports Officers (RSO), Division Sports Officers (DSO), and School Sports Coaches to provide their inputs and comments before these are published. The Draft Sports Manuals will be uploaded to Workplace on February 24, 2020 and commenting will be allowed until February 28, 2020.

All concerned personnel, particularly School Sports Coaches, are enjoined to participate in the one week commenting process on February 24-28, 2020 by logging in to their Workplace accounts using their office DepEd email addresses and joining the appropriate groups (see Attachment #1 – List of DepEd Sports Associations). For those personnel who do not have Workplace accounts, please refer to Attachment #2 of this memo for the procedure (Introduction to DepEd Workplace).

For questions and concerns, kindly contact School Sports Division Workplace Focal Person Mr. Lemuel Valles at lemuel.valles@deped.gov.ph.

For immediate and appropriate action.


ALAIN DEL ROSARIO
Undersecretary



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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Attachment #1

LIST OF DEPED SPORTS ASSOCIATIONS

Listed below are the Workplace groups of the DepEd Sports Associations (DSAs) for each sports discipline. Regional and Division Sports Officers and School Sports Coaches are encouraged to join the appropriate groups using their Workplace accounts.

1. DSA- Archery
2. DSA- Arnis
3. DSA- Athletics
4. DSA- Badminton
5. DSA- Baseball
6. DSA- Basketball
7. DSA- Billiards
8. DSA- Boxing
9. DSA- Chess
10. DSA- Dancesport
11. DSA- Football
12. DSA- Futsal
13. DSA- Gymnastics
14. DSA- Pencak Silat
15. DSA- Sepak Takraw
16. DSA- Softball
17. DSA- Swimming
18. DSA- Table Tennis
19. DSA- Taekwondo
20. DSA- Tennis
21. DSA- Volleyball
22. DSA- Wrestling
23. DSA- Wushu

Aside from these, the following are the Workplace open groups RSOs, DSOs, and School Sports Coaches are encouraged to join:

1. OUA + Sports Manuals
2. OUA + DSAs
3. OUA + School Sports Coaches
4. OUA + Sports Officers
5. OUAX Sports Conference Mindoro



INTRODUCTION TO DEPED WORKPLACE

What is Workplace by Facebook?

Workplace is a dedicated and secure working space for organizations to **connect, communicate** and **collaborate**. Organizations of all sizes can use familiar Facebook features like News Feed, groups, messages, and events to get things done.

Workplace does more than just simplify communications - it inspires all levels of the company to embrace digital and mobile, and adopt a culture of speed and transparency.

In addition, Workplace is easy to use because it's based on familiar Facebook features like News Feed, groups and messages. There's no training required. Workplace is a different product from Facebook and there is no need for a personal Facebook account to sign up for Workplace. There are separate websites and applications for both.

Currently, there are more than 30,000 companies around the globe using Workplace. These companies span multiple industries - retail, technology, telecommunications, financial services, media, entertainment, hospitality, food & beverage, transportation, real estate, utilities, shipping and government.

What is DepEd Workplace?

The Office of Undersecretary for Administration created and designed a specific format in registering Facebook Workplace. Facebook Workplace Account must follow a particular format. Here are the steps needed to create a Workplace account:

1. CREATING A WORKPLACE ACCOUNT:


- a. Open a web browser and go to <https://work.workplace.com>. You may also download the Workplace App via Play Store or App Store.
- b. Create a new account using your active DepEd email address.
- c. Check your DepEd email inbox to verify your Workplace account. Follow the directions sent.
- d. Once the code has been verified, you are now ready to create your Workplace Account.

2. COMPLETING YOUR WORKPLACE ACCOUNT

All aspects of a proper and complete Workplace Account enable other people in the Department to recognize you and interact with you accordingly.

a. Account Name

- **Do's** - Full name must be used, including popular nickname, middle initial (optional), and suffix.
- **Don'ts** - all capital letters, all small letters, code names, incomplete names

 **JUAN DELA CRUZ**
juan t. dela cruz

 **Juan Dela Cruz Jr.**
James "Jim" U. Sy



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b. Profile Picture

- **Do's** – must be a recent photo from the chest up to the top of the head
- **Don't's** – unnecessary accessories (shades, cap/hat, any type of head gear), old photos that look different from current profile, with pets, group photos, with family members, cartoons/caricatures/sketches, whole body, icons



3. USING WORKCHAT

Similar to Facebook Messenger, Workplace has a counterpart Workchat function in the website and also a Workchat application which you may download via Play Store or App Store.

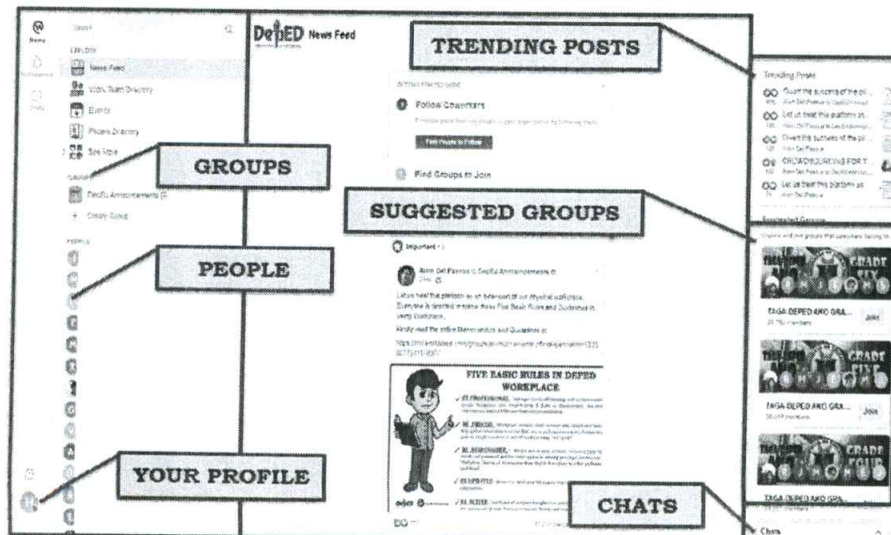
Workchat may be used to interact privately with individual members in Workplace and also create chat groups for bigger discussions.

4. JOINING GROUPS

Groups are the best way to organize the types of conversations that occur within Workplace. Commenting allows your team members to join in and communicate their opinions about important updates or announcements. Groups are great features for boosting **team engagement** and **cross-departmental visibility**.

Groups may be searched and may also be suggested. To join a specific group, click the **“+ Join”** button and click **“Continue.”**

USER INTERFACE





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5. SPORTS GROUPS ON WORKPLACE

The DepEd Sports Manuals will be uploaded in the Workplace groups created specifically for each of the 23 sports disciplines. Examples:

DSA – Archery
DSA – Aerobics

DSA – Swimming
DSA – Basketball

The Sports Manuals will also be accessible through the following open groups:

OUA + Sports Manuals
OUA + DSAs

OUA + School Coaches
OUA + Sports Officers

RSOs, DSOs, and School Coaches may join the abovementioned Sports Groups using their active Workplace accounts to be able to comment and give their inputs.

6. BASIC RULES AND GUIDELINES

- a. **Be Professional.** Improper and crude language will not be tolerated in DepEd Workplace. Show respect even if there is disagreement. Non-DepEd concerns and explicit/offensive materials are prohibited, including selling of various products.
- b. **Be Precise.** Workplace contains many surveys and compliance tools to help gather information from the field, and as such, accuracy is key. When posting information, make sure these are true and correct and make the best effort to include complete information. Comment and post in complete sentences and refrain from using “text speak”.
- c. **Be Responsible.** Always secure your account, including your login details and password and the same applies to sharing privileged information on Workplace. Sharing of information from Workplace to other platforms is prohibited.
- d. **Be Updated.** Be sure to check your Workplace to get the latest updates and information. We encourage all official correspondences to be posted via Workplace for instant dissemination to all concerned levels within the Department.
- e. **Be Active.** Feel free to share your thoughts, best practices, and questions in the appropriate groups. Your input matters! Watch your language though.

7. TECHNICAL SUPPORT

- a. **For creation of DepEd email accounts and related concerns** – please coordinate with your regional or division ITOs.
- b. **For concerns regarding Workplace** – you may chat with “Workplace Moderators” via the Workchat application or the chat function on Workplace website.
- c. **Two video tutorials** on using DepEd Workplace are available through this link: <http://bit.ly/DWPTutorials>

