

Department of Education
Region X
DIVISION OF CAGAYAN DE ORO CITY
Father Masterson's Avenue, Upper Balulang
Cagayan de Oro City



June 2, 2020
CAGAYAN DE ORO CITY
RELEASED

Div. Memorandum No. 265, s. 2020

DATE: JUN 02 2020

**OBSERVANCE OF PROPER ETIQUETTE WHEN ENGAGING IN VIDEO
CONFERENCE**

To: Alicia E. Anghay – Assistant Schools Division Superintendent
Chiefs – Education Program Supervisor (SGOD & CID)
All Division Personnel
All Elementary & Secondary School Heads
All Teaching & Non-Teaching Personnel
This Division

1. In reference to the herein attached Regional Memorandum No. 220, s. 2020 entitled **OBSERVANCE OF PROPER ETIQUETTE WHEN ENGAGING IN VIDEO CONFERENCE**, all DepEd personnel are hereby enjoined to observe the suggested points regarding proper etiquette in video conferencing.
2. Immediate and wide dissemination of this Memorandum is directed.


CHERRY MAE L. LIMBACO

Schools Division Superintendent

Derald,

1. ps. post

2. prepare cover memo



DepED-X
Cagayan de Oro City

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JUN 01 2020

Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

RELEASED

Office of the Regional Director

June 1, 2020

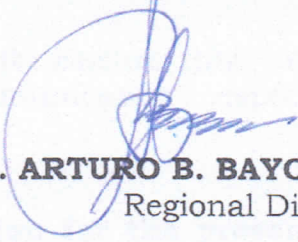
REGIONAL MEMORANDUM

No. 220, s. 2020

**OBSERVANCE OF PROPER ETIQUETTE WHEN ENGAGING
IN VIDEO CONFERENCING**

To: Assistant Regional Director
Schools Division Superintendents
Assistant Schools Division Superintendents
All Other Concerned

1. The current health crisis situation has prompted organizations, establishments, and communities to actively engage in video conferencing for their various activities.
2. To maximize this platform in effectively delivering the Department's services, all are enjoined to observe the attached points regarding proper etiquette in video conferencing.
3. All are likewise enjoined to research on and share available resource materials on effective and ethical video conferencing.
4. Immediate and wide dissemination of this Memorandum is directed.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: Proper Etiquette in Video Conferencing

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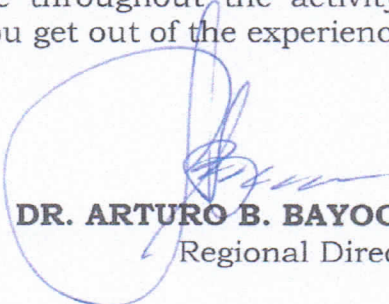


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Perfect 10 Proper Etiquette in Video Conferencing

1. **Condition yourself for the activity.** Ensure that you are prepared and available for active engagement.
2. **Dress properly for the affair.** Ensure that you do not look sloppy.
3. **Test your internet facilities beforehand.** Ensure that your microphone, speakers, headphones, and internet connectivity are in place.
4. **Blur your background or use a decent one.** Ensure that your room or chosen background does not have distracting features.
5. **Find a quiet or private space.** Ensure that your area is not vulnerable to unnecessary noise.
6. **Observe proper cueing and timing.** Ensure that you get the right verbal and nonverbal cues when requesting to be recognized for a question or comment.
7. **Speak only when recognized.** Ensure that your microphone and camera are turned off unless authorized.
8. **Demonstrate active engagement.** Ensure that you manifest active listening and balanced communication especially during a conversation.
9. **Show reverence and appreciation for the presenter.** Ensure that you give the presenter your full attention
10. **Be grateful for the opportunity.** Ensure that you imbibe a positive vibe throughout the activity and be thankful for whatever takeaway you get out of the experience.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director