

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

**OUA MEMO 00-0421-0048**  
**MEMORANDUM**  
08 April 2021

For: **Undersecretaries**  
**Assistant Secretaries**  
**Bureau and Service Directors**  
**All Others Concerned**

Subject: **VIRTUAL ORIENTATION MEETING ON THE**  
**ESTABLISHMENT OF DOCUMENT TRANSACTION HUB**  
**IN THE DEPED CENTRAL OFFICE**

To further strengthen health and safety measures, a Document Transaction Hub (“Hub” for short) under the Records Division, Administrative Service shall be established in the DepEd Central Office, specifically in a portion of the Bulwagan ng Karunungan. This HUB creation is in accordance with DTFC Memo No. 364 dated April 7, 2021 on additional Covid-related measures in view of the extension of ECQ.

The Hub will serve as a safe and secured area where internal and external documents shall be centrally stored properly and safeguarded until they are claimed by offices concerned. This is to prevent any risks of Covid-19 infection spread to any personnel concerned by limiting their physical movements in receiving, transmitting, or delivery of records and/or documents, both internal and external. Proper disinfection of all documents and records shall be done accordingly. (Please see attached process flow.)

The Hub shall complement the *One-Stop Receiving-Disinfection Station and Isolation Area* for external documents which was established pursuant to DepEd Task Force COVID-19 Memorandum No. 105, dated September 04, 2020. The Station is located at the Ground Floor, Bonifacio Bldg. near the Emergency Exit Gate (along Capt. Henry Javier St.).

A virtual orientation meeting shall be conducted for all duly designated Records Custodians in all offices in the Central Office on **April 16, 2021, Friday, 10:00 a.m. to 12:00 noon**. Offices shall identify their participants who in turn will access the link <https://forms.gle/Fh9MNQVV77CUGKAXA> for their registration **not later than 15 April 2021**. Registered participants shall receive the invite/link for the orientation meeting.

For any clarification, please contact the Administrative Service-Records Division thru **Ms. Rose Marie D. Moscoso** (0906-646-3647) or **Ms. Alma D. Apanay** (0935-877-8396) or via email at [as.rd@deped.gov.ph](mailto:as.rd@deped.gov.ph).

**ALAIN DEL B. PASCUA**  
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*

**EXTERNAL DOCUMENTS (External Clients)**

1. A One-Stop Documents Receiving and Disinfection Station (tent) to be managed by the Records Division, Administrative Service, located at the Ground Floor, Bonifacio Building near the Emergency Exit Gate (along Capt. Henry Javier Street). This will serve as the receiving and disinfection area of incoming pouches, documents, packages, and other deliveries coming from various external couriers and offices.

2. Receiving process

- a. The Security Guard on duty at gate 2 will notify the Records Personnel onsite upon the arrival of the delivery personnel.
- b. The delivery personnel shall directly place the pouches/documents in the designated box inside the tent to avoid direct contact with possible infected documents.
- c. The delivery personnel shall leave the receiving copy on top of the table outside of the tent and observe distancing for the Records personnel to receive it.
- d. Upon receipt, the receiving personnel will observe distancing for the delivery personnel to get the receiving copy.

3. Disinfection process

- a. Set the UV light.
- b. Disinfect the documents/pouches for 1 hour.
- c. After disinfection, there will be a 1-hour ventilation to avoid exposure from the UV light.

4. Start of Records Management process, where in all the disinfected pouches/documents will be brought to the Records Division before it will be placed at the hub for distribution following the procedures for internal documents.

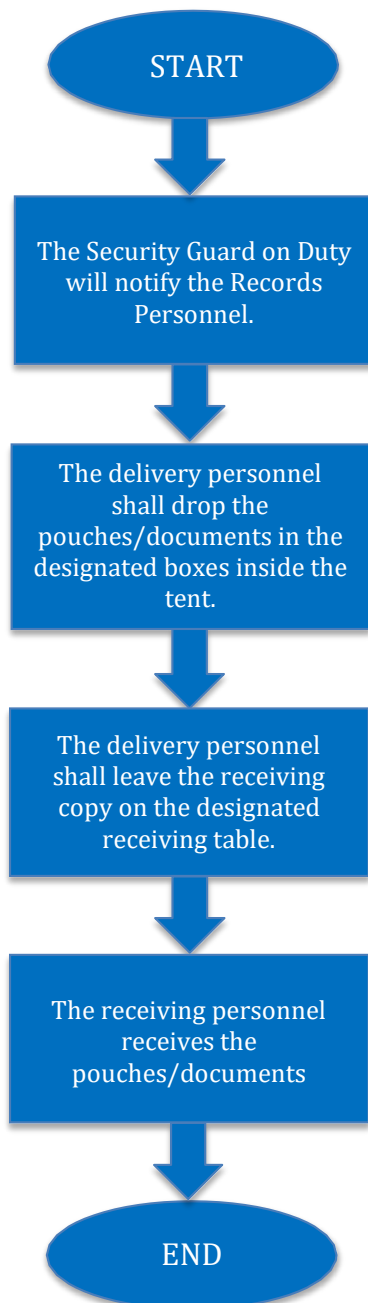


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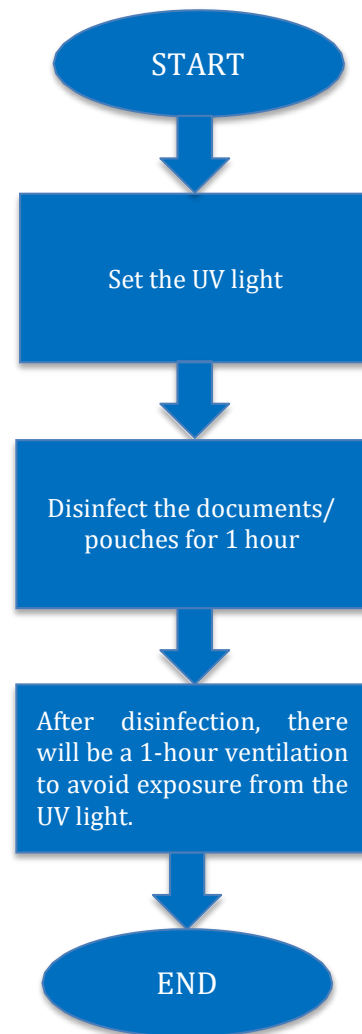


## PROCESS FLOW FOR EXTERNAL CLIENTS

### RECEIVING PROCESS



### DISINFECTION PROCESS



## **INTERNAL DOCUMENTS (Office to Office documents)**

### 1. Procedure

- a. Representative from different offices shall coordinate with the Records Division representative for drop of documents at the hub.
- b. Records Division representative shall coordinate with the receiving office and notify them that they have documents to pick-up.
- c. Records Division representative shall ensure that documents are properly received.

### 2. Responsibility

#### a. Records Division

- i. Records Division representative shall manage the incoming and outgoing of documents in the hub.
- ii. The representative shall be in-charge of coordinating the timely pick-up of documents to the different CO offices.
- iii. The representative shall ensure the confidentiality and security of the documents.

#### b. Central Office offices

- i. Each office shall designate an authorized representative and alternate who will be responsible to deliver and pick-up their documents at the hub.
- ii. Submit the names of authorized representative and alternate with their functional contact numbers and any communication media to the Records Division office.

#### c. Representative of different Central Office offices

- i. Coordinate with the Records Division representative in the hub that there are documents to be transmitted to another office.
- ii. After coordination with the Records Division representative, the authorized representative shall directly proceed to the disinfection area near the Records Hub for the disinfection of their documents.
- iii. Each office authorized representative shall attach the standard transmittal form in 2 copies (1 – originating office & 1 – Records Hub) as receiving copy of their documents for proof of receipt. (*Annex 1*)



- iv. As proof of receipt, the representative of recipient office shall indicate their full name, signature, date, and time of receipt.
- v. The Authorized representative shall always make himself/herself available.

3. Disinfection process

- a. Set the UV Disinfection Box.
- b. Disinfect the documents/pouches for 15 minutes.
- c. After disinfection, there will be a 5 minutes ventilation to avoid exposure from the UV light.

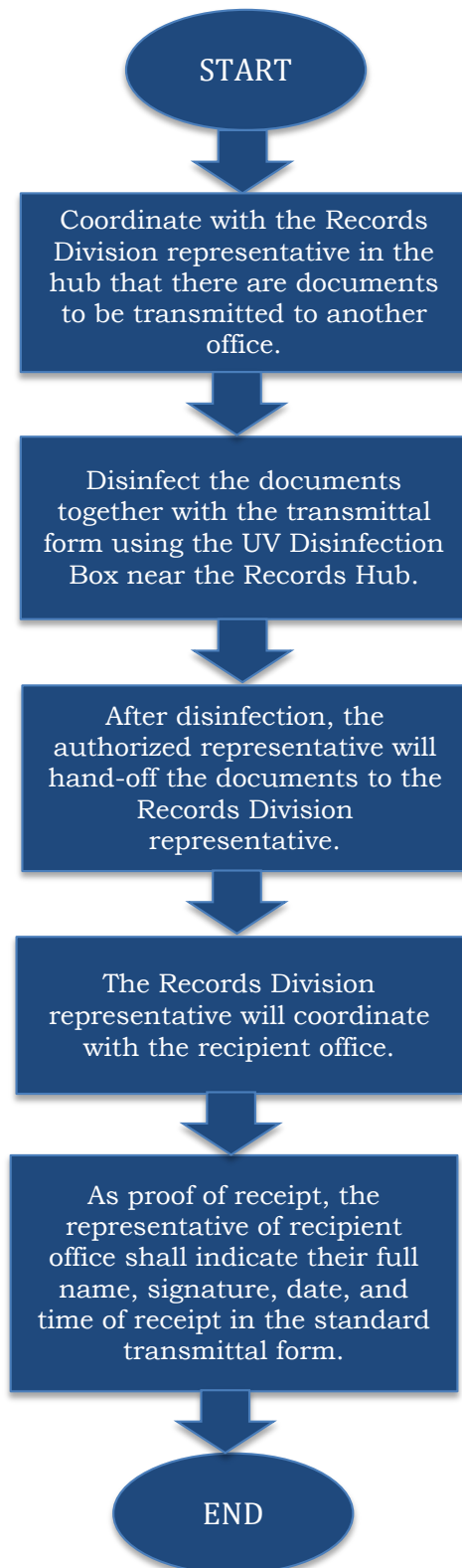
4. Security and Confidentiality of Documents

**Only Authorized representative shall deliver and pick-up the documents at the hub.**



## PROCESS FLOW FOR INTERNAL DOCUMENTS

### RECEIVING PROCESS



### DISINFECTION PROCESS

