



Republic of the Philippines  
**Department of Education**  
Region V - Bicol

**SCHOOLS DIVISION OFFICE OF CATANDUANES**



**ADVISORY**

May 24, 2021

OSDS-ICTU-AD - *90*

per **DM No. 198 s. 2021** dated May 14, 2021, re: **ACTIVATION AND DISTRIBUTION OF MICROSOFT 365 ACCOUNTS**

TO : Assistant Schools Division Superintendent  
SDO Chiefs & Staff  
SDO Section/Unit Heads & Staff  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads (Elementary and Secondary)  
District/School ICT Coordinators (Elementary and Secondary)  
All others concerned

Please be informed of the new schedule of online meeting using Microsoft Teams to the District/School ICT Coordinators per **DM No. 198 s. 2021** dated May 14, 2021, re: **Activation and Distribution of Microsoft 365 Accounts**, as follows:

Date/Time	Participants	Online Platform to be Used
May 26, 2021/ 8:30AM-11:30AM	District/School ICT Coordinators (Elementary)	Microsoft Teams
May 26, 2021/ 1:30PM-4:30PM	District/School ICT Coordinators (Secondary)	Microsoft Teams

This is due to the urgent online meeting of the Regional/Division Information Technology Officers with the CO-ICTS personnel on **May 25, 2021**.

For information, guidance and compliance.

*[Signature]*  
**SUSAN S. COLLANO**

Asst. Schools Division Superintendent  
— OIC—Office of the Schools Division Superintendent



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