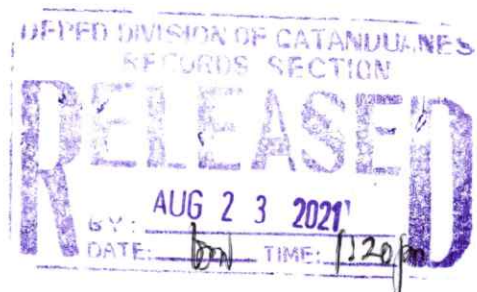




Republic of the Philippines
Department of Education

Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



August 20, 2021

DIVISION MEMORANDUM

OSDS-ICTU-DM- 366 s. 2021

DIVISION WEBINAR-WORKSHOP ON THE UTILIZATION OF DEPED PROVIDED ACCOUNTS (GMAIL/MS 365) AND FREE ONLINE APPLICATION TOOLS/RESOURCES FOR INTERESTED SDO AND SCHOOL PERSONNEL

To : Assistant Schools Division Superintendent
SDO Chiefs & Staff
SDO Section/Unit Heads & Staff
Education Program Supervisors
Public Schools District Supervisors
School Heads
District/School ICT Coordinators
Non-Teaching Personnel
All others concerned

1. The SDO Catanduanes spearheaded by the OSDS-ICT Unit will conduct a **DIVISION WEBINAR-WORKSHOP ON THE UTILIZATION OF DEPED PROVIDED ACCOUNTS(GMAIL/MS 365) AND FREE ONLINE APPLICATION TOOLS/RESOURCES FOR INTERESTED SDO AND SCHOOL PERSONNEL** on **September 22-24, 2021(Batch 1) and September 27-29, 2021(Batch 2) via MS Teams.**

2. The three days activity aims to:

- To provide technical assistance to School Heads, Non-Teaching Staff and interested SDO Personnel and Teachers on how to use and apply the different tools/applications available in the DepEd provided accounts (Gmail/MS 365) that can be used in their daily task.
- To capacitate the School Heads, Non-Teaching Staff and interested SDO Personnel and Teachers including learners to manage their accounts and conduct online conferences/meetings to teachers, learners and clientele; and
- Demonstrate the latest methods and approaches in educational technology

3. Participants are advised to register in the provided link per Batch until **September 15, 2021**. They are required to have an ACTIVE Gmail and MS 365 accounts, a desktop/laptop/Mobile phone and internet access during the said activity. Distribution of participants are as follows:

Date	Participants	Registration Link
Sept. 22-24, 2021	Batch1-School Head, Non-Teaching Personnel (School)& Interested SDO Personnel	https://tinyurl.com/DIVWEBACCTS1
Sept. 27-29, 2021	Batch 2 - Teachers and Learners	https://tinyurl.com/DIVWEBACCTS2



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DepEd Tayo - Region V - Catanduanes



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4. Meals of the Trainers and Facilitators shall be charged to DCP Implementation Support Funds and HRTD-ICT while transportation, per diems and other incidental expenses of participants relative to this activity shall be charged against local funds(School MOOE) subject to the usual accounting and auditing rules and regulations.

5. A conference of the trainers and facilitators will be conducted on Sept 3, 2021(9:00AM-11:00AM) and Sept 17, 2021 (9:00AM – 11:AM) via MS Teams.

6. Attached is the Program of Activities(Enclosure 1).

7. For queries, you may contact at CP# 09208779674 or email at ictunit.ctd@deped.gov.ph.

8. For information and widest dissemination.

SUSAN S. COLLANO

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





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Enclosure 1

PROGRAM OF ACTIVITIES

(Division Webinar-Workshop on the Utilization of DepEd Provided Accounts(Gmail/MS 365) and Free Online Application Tools/Resources via MS Teams

Date: Sept 22-24, 2021(Batch 1); Sept 27-29, 2021(Batch 2)

Time	Activities/Topics	Persons/Responsible
Day 1		
8:00 – 8:30	Online Registration for the Attendance	Facilitators
8:31 – 9:00	Preliminaries	Moderators
9:01 – 11:30	Utilization of DepEd Email Account -Managing of files (Gmail, Contacts, Inbox) -Google Drive -Collaboration Tools (Docs, Sheets, Slides) -Hands on	Jennifer B. Metica Google Representative (DepEd EdTech Unit)
12:00 – 1:00	NOON BREAK	
1:01 – 4:00	Continuation . . . Utilization of DepEd Email Account -Google Meet -Google Classroom -Hands on	Google Representative (DepEd EdTech Unit) Paul Xavier Tejerero (ICT Coor in-charge in Google)
4:00 – 4:30	Clearing House	
Day 2		
8:00 – 8:30	Online Registration for the Attendance	Facilitators
8:31 – 9:00	Preliminaries	Moderators
10:01 – 11:30	Utilization of MS 365 Account - Managing of files (Outlook, Contacts, Inbox) -Collaboration Tools (Online Word, Excel, Powerpoint) -OneNote	Jennifer B. Metica Microsoft Representative (DepEd EdTech Unit)
12:00-1:00	NOON BREAK	
1:01– 4:00	Utilization of MS 365 Account - Teams - One Note - Sway	Microsoft Representative (DepEd EdTech Unit) John Carlo Tapel(ICT Coor in-charge in Microsoft)
4:00 – 4:30	Clearing House	
Day 3		
8:00 – 8:30	Online Registration for the Attendance	Facilitators
8:31 – 9:00	Preliminaries	Moderators
9:01 – 10:00	-Simple Troubleshooting	Emil Rojas
10:01-11:30	-Online Application Tools/Resources	Jennifer B. Metica
12:00 – 1: 00	NOON BREAK	
1:01 – 3:00	PRESENTATION OF OUTPUTS	
3:01 – 4:00	Clearing House	Moderators/Participants
4:01-4:30	Closing	Facilitators