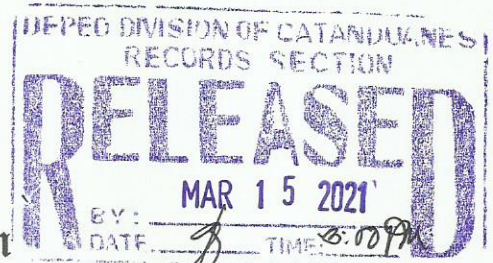




Republic of the Philippines  
Department of Education  
Region V - Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



March 12, 2021

**DIVISION MEMORANDUM**  
OSDS-ICTU-DM No. 10 s. 2021

**TO: Assistant Schools Division Superintendent**  
**SDO Chiefs & Staff**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Elementary and Secondary School Heads**  
**Teaching and Non-Teaching Personnel**  
**All Others concerned**

1. Documents whether electronic or paper, are essential component of an organization. Accessing these documents online can save time, increase productivity and efficiency in the organization especially now that our educational system is in new normal situation due to COVID 19 pandemic, thus we have limited time to travel and onsite visit to offices and we can use these documents for future reference/s.

2. In relation to this, the OSDS-ICT unit would like to inform the field that we have the **Online Data Storage(ODS)** of the official DepEd Issuances using the DepEd provided accounts(Gmail and Microsoft 365) to Schools, Teachers and Non-Teaching as online technical assistance to the field

3. Enclosed are the process on the use of **Online Data Storage(ODS)** of the official DepEd issuances using the DepEd provided accounts (Gmail and Microsoft 365 accounts) to schools and DepEd personnel.

4. Immediate and wide dissemination of this memorandum is desired.

**SUSAN S. COLLANO,**

Asst. Schools Division Superintendent  
Officer-In-Charge

Office of the Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
Region V – Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

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**PROCESS ON THE USE OF ONLINE DATA STORAGE (ODS) OF THE  
OFFICIAL DEPED ISSUANCES USING THE DEPED PROVIDED  
ACCOUNTS (GMAIL AND MICROSOFT 365 ACCOUNTS)  
TO SCHOOLS AND DEPED PERSONNEL**

**1. INTRODUCTION:**

Documents whether electronic or paper, are essential component of an organization. Accessing these documents online can save time, increase productivity and efficiency in the organization especially now that our educational system is in new normal situation, thus we have limited time to travel and onsite visit to offices and we can use these documents for future reference.

**II – Objectives:**

- 1) To address the problems encountered by the SDO Catanduanes teachers and employees in finding and accessing official DepEd issuances that will be uploaded and stored to SDO website ([www.depedrovcatanduanes.com](http://www.depedrovcatanduanes.com)) and GoogleDrive (<https://tinyurl.com/SDOCatanduanesDSB>);
- 2) To help the SDO Catanduanes personnel get and accurate information and reports by providing them reliable sources online; and
- 3) To maximize the use of DepEd provided accounts to schools and DepEd personnel.

*NOTE: All the documents that will be uploaded in the ODS will be subject for the approval of Schools Division Superintendent and we will use the ICT unit GMail and Microsoft accounts ([fictunit.ctd@deped.gov.ph](mailto:fictunit.ctd@deped.gov.ph)) in sending official documents to the field using the respective school accounts(GMail and Microsoft 365).*

The following are the documents that can be accessed and downloaded in the ODS through the Shared Folder-Google Drive(GMail) and Channels-Teams (Microsoft 365):

- ✓ Central Office Memoranda/Issuances
  - DepEd Order
  - DepEd Memoranda
  - DepEd Advisory
- ✓ Regional Office Memoranda/Issuance
  - DepEd Order
  - DepEd Memoranda
  - DepEd Advisory
- ✓ Division Office Memoranda/Issuance
  - Numbered Memo
  - UnNumbered Memo
  - Advisory
  - Division Bulletin
  - Announcement of Vacant Positions



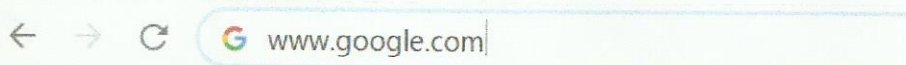
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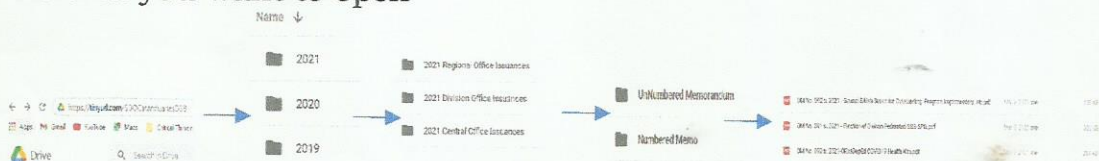
### III- Procedures:

You can do one of the following steps:

- ✓ Type the site address in the URL for GMail ([www.gmail.com](http://www.gmail.com)) or Microsoft ([www.office.com](http://www.office.com)) and provide the individual username and password; or



- ✓ Type the link for GDrive <https://tinyurl.com/SDOCatanduanesDSB>, locate the folder labeled per year, then open the folder labeled as 2021 Central Office Issuances, 2021 Regional Office Issuances, etc., then look for the type of memo(Numbered, UnNumbered, etc.) and click the file that you want to open



- ✓ For Technical Assistance, please coordinate with your designated ICT Coordinators or you can directly contact the ICT unit thru SMS (09291383262) or email ([ictunit.ctd@deped.gov.ph](mailto:ictunit.ctd@deped.gov.ph)).

### IV- Requirements to access the ODS:

- ✓ Desktop/Laptop/Cellphone(Android)
- ✓ Internet Access