



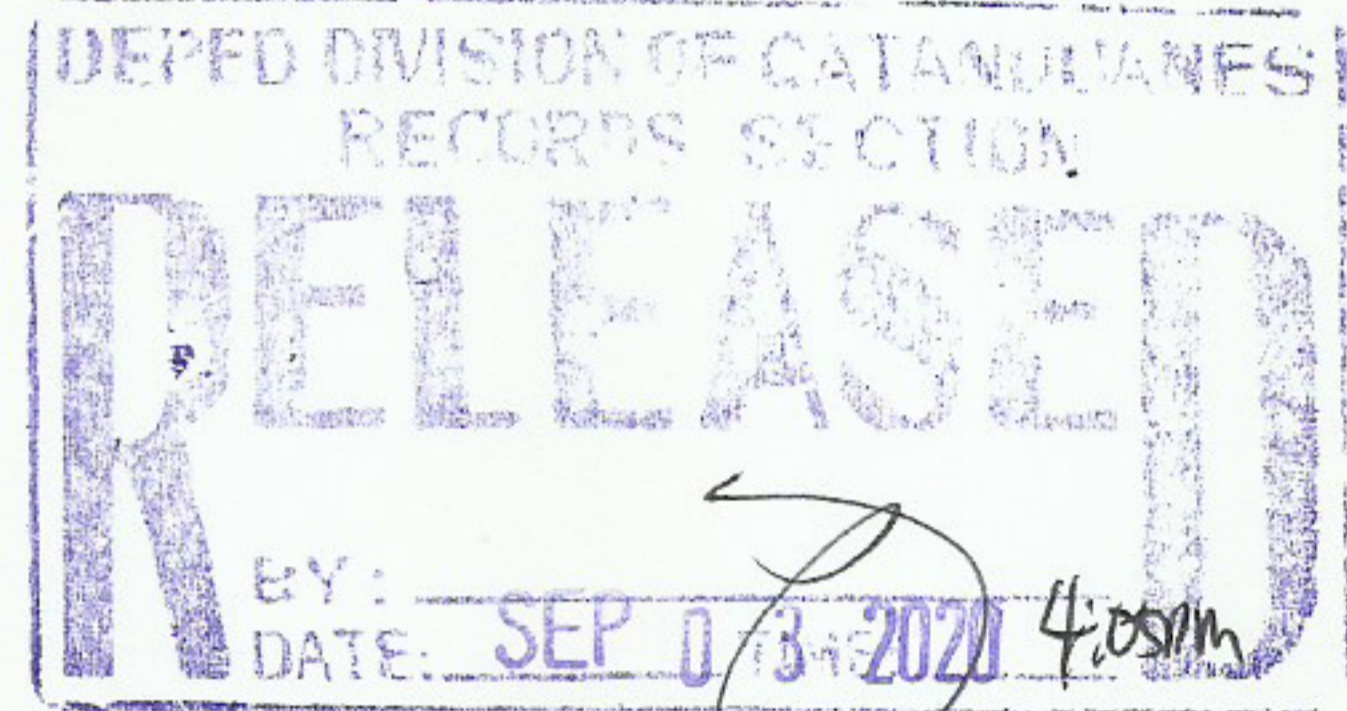
Republic of the Philippines
Department of Education

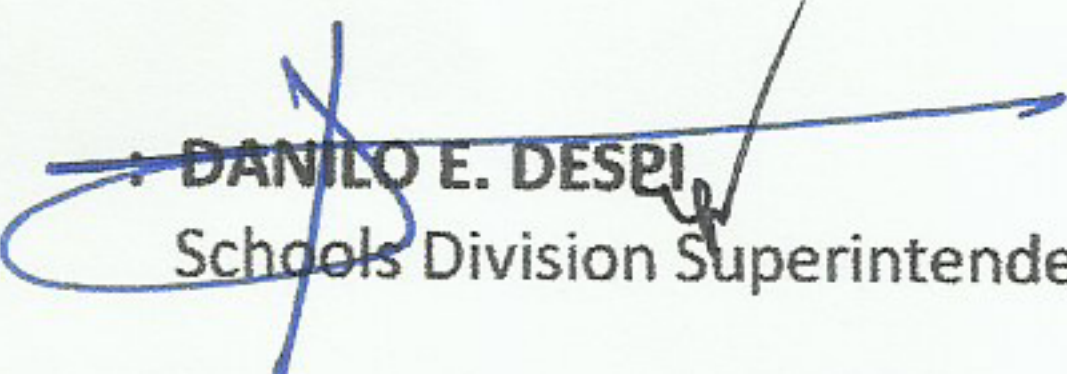
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

DIVISION MEMORANDUM

OSDS-ICTU-DM- 200

TO : Assistant Schools Division Superintendent
SDO Chiefs & Staffs
Education Program Supervisors
Public Schools District Supervisors
School Heads (Elementary)
School Heads (Secondary)
District/School ICT Coordinators Concerned
All other concerned



FROM : 
Danilo E. Despi
Schools Division Superintendent

SUBJECT : GUIDELINES ON THE USE AND ADMINISTRATION OF GSUITE AND MICROSOFT 365 FOR EDUCATION

DATE : September 3, 2020

Attached is the OUA Memo No. 00-0820-0130 dated August 17, 2020 entitled: Guidelines on the Use and Administration of GSuite and Microsoft 365 for Education for your information, guidance and reference.

In relation to this, all designated ICT Coordinators (1&2) are advised to update the Google Sheet for the accounts and updated data of each regular employees assigned in your respective schools until **September 15, 2020**. Please ensure that the indicated regular employees has an ACTIVE accounts (DepEd Email, O365, Workplace and Workchat) in preparation for the deployment of the public school learners accounts (DepEd Email and Microsoft 365) in schools before the opening of classes this October 5, 2020.

Further, a reminder to school ICT Coordinators to submit the ICT Designation for SY 2020-2021 until **September 8, 2020**.

For queries, you may contact CP # **09291383262** or e-mail at ictunit.ctd@deped.gov.ph.

For reference and strict compliance.



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