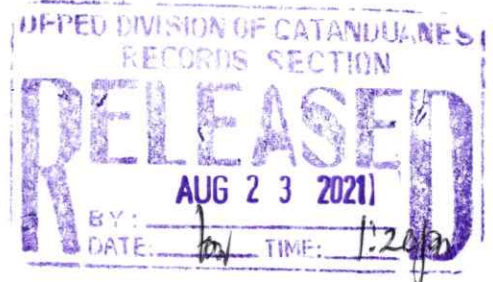




Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



August 20, 2021

DIVISION MEMORANDUM
OSDS-ICTU-DM- 3lele

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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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

