

Republic of the Philippines
Department of Education

Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



2 August 2024

DIVISION MEMORANDUM
 No. 371 s. 2024

**USE OF MICROSOFT TEAMS AS OFFICIAL COMMUNICATION PLATFORM
 IN SDO CATANDUANES**

**TO: SDO-based Personnel
 School-based Personnel
 All Others Concerned**

- In support of the adoption of Microsoft 365 by all DepEd personnel issued through Memorandum QUA-OUT-011023-010, this Office promotes and encourages all SDO-based and School-based personnel to use Microsoft Teams as the official communication platform in the Schools Division Office. The use of MS 365 is highly encouraged because it protects employees from social media threats and attacks
- This was earlier introduced by the OSDS-ICTU in April 2024 through Division Memorandum No. 196, s. 2024, titled "Technical Assistance related to the Activation and Utilization of MS 365 Applications in all Work-Related Transactions". Said memorandum provides a guide to the activation and utilization of MS 365 and may be revisited for the purpose.
- In addition to the Teams groups already created per Division Memo No. 196 s. 2024, the Teams groups below were created by the ICTU for specific groups. Other groups may be created by the ICTU for their specific purposes upon request and approval by the top management.

TEAMS GROUP LINKS & QR CODES	MS 365 Account to Log-In
https://bit.ly/SDOAllEmployeesTeamsGroup 	SDS with SDO Teaching & Non-Teaching Employees <i>(Teams Name: SDO-CTD-AllEmployees)</i>
https://bit.ly/DEXECOMTeamsGroup 	Division Executive Committee <i>(Teams Name: SDO-CTD-DEXECOM)</i>







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https://bit.ly/PSDSTeamsGroup 	SDS with PSDS <i>(Teams Name: SDO-CTD-PSDS)</i>
https://bit.ly/CIDTeamsGroup 	SDS with CID Personnel <i>(Teams Name: SDO-CTD-CID)</i>
https://bit.ly/SGODTeamsGroup 	SDS with SGOD Personnel <i>(Teams Name: SDO-CTD-SGOD)</i>
https://bit.ly/BACTeamsGroup 	SDO BAC Chairperson, Vice-Chairperson, Members, Secretariat <i>(Teams Name: SDO-CTD-BAC-ACTIVITIES)</i>

4. The following are the existing Teams groups per Division Memo No. 196 s. 2024 for reference:




TEAMS GROUP LINKS & QR CODES	MS 365 Account to Log-In
https://bit.ly/ICTCoorTeamsGroup 	School Accounts and ICT Coordinators <i>(Teams Name: SDO CTD-ICT Coordinators Team)</i>
https://bit.ly/SchoolHeadsTeamsGroup 	SDS with School Heads <i>(Teams Name: SDO-CTD-School Heads Team)</i>
https://bit.ly/TeachersTeamsGroup	SDS with Teachers




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	(Teams Name: SDO-CTD Teachers Group)
https://bit.ly/NonTeachingTeamsGroup 	SDS with Non-Teaching Personnel (Teams Name: SDO-CTD Non-Teaching Personnel)
https://bit.ly/SDOTeamsGroup 	SDS with SDO Personnel Proper (Teams Name: SDO Catanduanes Personnel & Staff)

- Starting August 2, 2024, all personnel of SDO Catanduanes are encouraged to join the Microsoft Teams. A complete migration from the group chats in fb messenger is expected by August 31, 2024. By that time, issuances will no longer be sent through fb messenger group chats.
- To assist employees during the migration, an online orientation will be provided by the ICT Unit every afternoon from 4:00 p.m. to 5:00 p.m. starting Monday, August 5, 2024, to August 30, 2024 by request. Requests may be submitted through: ictunit.ctd@deped.gov.ph preferably by groups (units/schools). It will also be discussed during the next division management committee meeting. For the materials related to MS 365 concerns, please visit this link: <https://bit.ly/MS365GuideMaterials>.
- Dissemination of and compliance with this memorandum is desired.


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MS 365/ICTU
08-05-24/jbm



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