



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

DIVISION MEMORANDUM
OSDS-ICTU-DM- 695 2020

TO : Assistant Schools Division Superintendent
SDO Chiefs & Staffs
Education Program Supervisors
Public Schools District Supervisors
SDO Personnel
All other concerned

FROM : DANILO E. DESPI
Schools Division Superintendent

SUBJECT : DISTRIBUTION OF OFFICE 365 ACCOUNT FOR SDO PERSONNEL

DATE : February 17, 2020

The Department of Education (DepEd) through the Information and Communication Technology Service – Solutions Development Division (ICTS-SDD) will be providing all permanent personnel at the Regional, Division and School Levels with Office 365 Accounts.

Each Office 365 entitles the employee to the Office 365 Suite including but not limited to:

- Office Suite – Includes Word, Excel, Powerpoint and OneNote
- Teams – A chat-based collaboration tool for group interaction
- OneDrive – Cloud file storage
- Sharepoint – A web-based collaborative platform that integrates with Microsoft Office

In relation to this, please acknowledge that you receive already your account by affixing your signature to the attached document (O365 Account for SDO Personnel). The steps in activating/downloading and installation of said account was sent already to your respective DepEd Email Account. We will also conduct Orientation related to this on **February 20, 2020** at **Rhaj Inn, Virac, Catanduanes** to selected SDO Personnel (50 participants only).

For queries, Technical Assistance and additional information, please visit the ICT Unit Office or you may contact CP# 09208779674 or email at jennifer.metica@deped.gov.ph.



San Roque, Virac, Catanduanes
052 – 8114063
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com
DepEd Tayo – Region V - Catanduanes

RELEASED

DepEd, Division of Catanduanes

RECORDS SECTION

Date FEB 17 2020

Time: 16:27

Initial/Signature: [Signature]