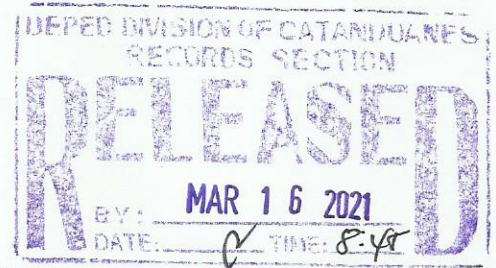




Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



MEMORANDUM
OSDS-UM-03-16-2021/ICTU

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

FROM: *[Signature]*
SUSAN S. COLLANO
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

SUBJECT: MICROSOFT 365 SCENARIO DISCOVERY WORKSHOPS

DATE: March 16, 2021

We just received yesterday at 5:00 PM the attached OUA Memo 00-0321-0122 dated March 10, 2021 with the title: **Microsoft 365 Scenario Discovery Workshops** from 18 March to 15 April 2021. In relation to this, all concerned DepEd personnel are advised to participate on the scheduled sessions for the specific date/target groups where they belong. The objectives, requirements and schedules with designated participants is also attached to the said memo. Since the registration for this event is not later than **16 March 2021**, the participants should log on and fill-out the form to this link: <http://bit.ly/DepEdACMWorkshop> today until 5:00PM.

For queries, you may contact CP# 09291383262 or email at ictunit.ctd@deped.gov.ph.

For information and widest dissemination.



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



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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0321-0122
MEMORANDUM
10 March 2021

For: **Undersecretaries**
Assistant Secretaries
Bureau and Service Directors
Regional Directors and BARMM Education Minister
Schools Division Superintendents
Public School Heads
All Others Concerned

Subject: **MICROSOFT 365 SCENARIO DISCOVERY WORKSHOPS**

With the goal of fully implementing the adoption of Microsoft 365 in the Department of Education (DepEd), the Information and Communications Technology Service – User Support Division (ICTS-USD), in partnership with Microsoft Philippines, Inc., will hold a series of Focused-Group Discussions (FGDs) titled **Microsoft 365 Scenario Discovery Workshops** from 18 March to 15 April 2021.

The FGDs, which shall be conducted online through **Microsoft Teams**, aim to provide participants with an understanding of Microsoft 365 productivity and collaboration tools and give them the opportunity to design new ways of working at DepEd in the future.

For more information on this activity, kindly refer to Annexes A and B. For any questions and concerns, please email ICTS-USD at icts.usd@deped.gov.ph (cc: gerard.atienza@deped.gov.ph) or contact Mr. Gerard Joseph Atienza through 0927 085 4848 from 8:00 a.m. to 5:30 p.m.

For immediate dissemination and appropriate action.

ALAIN DEL B. PASCUA
Undersecretary



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (BLSS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City

Annex A

Microsoft 365 Scenario Discovery Workshops

About the Sessions

1. The goal of the workshop series is to provide participants with an understanding of Microsoft 365 productivity and collaboration tools and give them the opportunity to design new ways of working in DepEd in the future.
2. **This is a series of focused-group discussion sessions. No training or technical discussions will be conducted throughout these sessions.**
3. Each workshop session will be 2½ hours long with a 10-minute break.
4. There will be **no more than 20 participants** per session.
5. Participants shall be grouped according to work function regardless of region or division.
6. All sessions will be delivered remotely through **Microsoft Teams**.
7. An email invite will be sent to identified participants a few days before their designated session.

Requirements for Participants

1. The Central Office (CO), Regional Offices (ROs), and Schools Division Offices (SDOs) should identify participants to this workshop series.
 - A. See **Annex B** for schedules and target participant groups per session.
2. Designated participants must fulfill the following requirements:
 - A. belong in the strand, category, classification, or role listed in **Annex B**, and
 - B. have an **active** DepEd email account and Microsoft 365 account (for DepEd personnel).
 1. Prospective participants should contact the following offices/personnel for further assistance on acquiring access to their M365 account:
 - a. CO: ICTS-Solutions Development Division at support.email@deped.gov.ph
 - b. RO: Regional IT Officer
 - c. SDO and School: Division IT Officer
3. Upon designation by their RO, SDO, or head of office, the participants should log on to <http://bit.ly/DepEdACMWorkshop> and fill out the online form **not later than 16 March 2021**.
 - A. Participants must already have their M365 accounts to be able to fill out the form.
 - B. Entries to the form shall be considered as basis for designation of participants to their respective sessions.
 - C. Considering the attendee limit for each session, participants will be designated to their sessions on a **first-come, first-served basis**.
4. An invitation shall be sent to selected participants' **registered email addresses** at least a day before their assigned session.



Annex B

Schedules and Designated Participants

Notes:

1. The sessions will be delivered by Microsoft.
2. The offices listed below are suggested offices that are eligible to participate in their respective sessions. If you are not under the said offices but perform roles similar to those listed below, select those roles in the registration form.
3. Extra sessions may be scheduled for specific target groups on **3 - 15 April 2021**, if needed.

Dates	AM Sessions (9:00 to 11:30 a.m.)	PM Sessions (1:30 to 4:00 p.m.)
3/18/2021	Session 1: Training, Learning, and Development (BHROD, HRDD, NEAP, RO HRDD, SDO HRDD) ✓	Session 1: Administration and Facilities (GSD, ESSD, SGOD) ✓
3/19/2021	No Session	Session 1: Public Affairs (PAS, Public Information Unit, Records, SDO RO, School Registrar) ✓
3/22/2021	Session 1: School Health (Doctors, Nurses, Dentists, Dental Aides, HEPOs)	Session 1: Asset Management (AMD, RO/SDO Supply Officer, School Custodian) ✓
3/23/2021	Session 1: Payroll, Welfare, and Benefits (Personnel, EWD, RPSU)	Policy, Planning, and Research (PS, PPRD, PRS, SDO DPO, SDO SEPS)
3/24/2021	Session 1: ICT (Regional ITOs with Division ITOs)	No Session
3/25/2021	Session 1: Legal Services, Records ✓	No Session
3/26/2021	Session 1: Disaster Risk Reduction Management (RO DR, DO PDO-DR, SGOD - Soc. Mob. School DRR Coordinator) ✓	No Session
3/29/2021	Session 1: ICT (Division ITOs with School ICT Coordinators) ✓ Session 2: Curriculum and Instruction (BCD, BLD, CLMD, CID)	Session 1: Learning Resources (BLR Manila, BLR Cebu, CLMD, SDO EPS-LR, SDO PDO II, School Librarian, Library Hub) Session 2: Alternative Learning System (ALS Task Force, SDO EPS-ALS, Education Program Specialist II - ALS, Mobile Teacher) ✓
3/30/2021	Session 1: Finance (Accounting, Cash, Budget, School Bookkeeper/Disbursing Officer) ✓ Session 2: Training Facilities (BTC, RELC) ✓	Session 1: Executive Assistants/Personnel from CO ODIR, EXECOM, and RD/SDS ✓ Proper



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