



Republic of the Philippines
Department of Education
 REGION V - BICOL

MEMORANDUM

TO : SCHOOLS DIVISION SUPERINTENDENTS
 DIVISION IT OFFICERS
 SCHOOL ICT COORDINATORS

FROM : *ff* GILBERT T. SADSAD
 Regional Director

SUBJECT : Request to JOIN in the Microsoft Teams called "DepEd R5 – Microsoft Center"

DATE : July 12, 2021

The DepEd Regional Office V through ICT Unit of this Office in collaboration with Microsoft Philippines are inviting all School ICT Coordinators or any representative to JOIN in the **DepEd R5 – Microsoft Center** using your school or Microsoft DepEd account.

Attached is the letter from Kristian Catahan of Microsoft Philippines for the instruction/process of joining the MS Teams.

For information and guidance.



ORD/ICTU/SBJR

MEMO2021-16



Regional Center Site, Rawis, Legazpi City 4500

0917 178 1288
 region5@deped.gov.ph

**To: School Heads
 District/School ICT Coordinators**

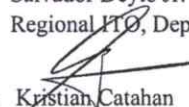


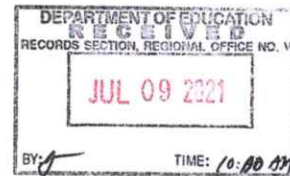
For information and guidance.

SSC
SUSAN S. COLLANO
 Asst. Schools Division Superintendent
 OIC-Office of the Schools Division Superintendent

For: Gilbert T. Sadsad
Regional Director, DepEd Region 5

Thru: Salvador Deyto Jr.
Regional ITO, DepEd Region 5

From: 
Kristian Catahan
Microsoft Philippines



Greetings!

Ultimately, our goal at Microsoft is to also strengthen the relationship to all schools, from teachers to learners. A more transparent and convenient support system for the schools is among a few many initiatives that we hope to achieve now, and the years to come.

In line with these, I would like to propose we create a Team with all school ICTs and other representatives. These Teams will be created with the sole purpose of the following:

1. Share all Microsoft resources (tutorials, manuals, lecture videos / presentations) immediately and conveniently.
2. Share Microsoft-related announcements only to the schools (with the approval of the Region ITO and Division ITOs)
3. Answer questions specific Microsoft products

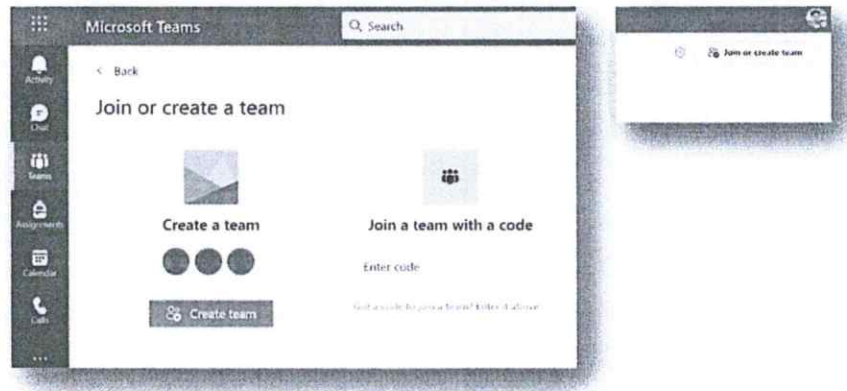
Similarly, the creation of this Team will not be used for the following purposes:

1. Process the accounts (password resets, creation of new accounts, etc.) for the schools. It is within the sole jurisdiction of the central office and all its subsidiaries (the region and division offices) to process these and not Microsoft.
 2. Mention anything that is confidential to the central office and all its subsidiaries (planned programs, events, and other activities initiated by DepEd)
 3. Conduct orientations, webinars, or any sort of engagement without the written consent of the DepEd central office, the region ITO and director, the involved division ITOs, and other involved stakeholders. A memo will be issued first, before making announcements of any kind.
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Rest assured that these will be created with the intention of a more open and convenient communication lines to the schools, that will enhance awareness on all things Microsoft. With your approval, we have prepared some instructions on how our school ICTs and representatives may join the Microsoft Team. (See below).

The created team site will be called a “**DepEd R5 – Microsoft Center**”. Our members will comprise of all the school ICTs and other school representatives as deemed necessary. ITOs will be there as oversight. Here are the instructions for joining the team:

1. Go to **teams.microsoft.com**
2. Go to join or create team, and then go to “Join a team with a code”



3. Type the following join code: **8i1qiwx**

We hope that this becomes the first step to a more productive and fruitful relationship.