OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM No. 499, s. 2020

October 19, 2020

ATTENDANCE TO THE VIRTUAL MEETING WITH MICROSOFT EDUCATION AMBASSADORS, TRAINERS OF REMOTE LEARNING ON THE USE OF MICROSOFT ONENOTE, MICROSOFT TEAMS & OFFICE 365, INFORMATION TECHNOLOGY OFFICER, AND THE DIVISION ONLINE FOCAL PERSON

To:
CID and SGOD Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads

1. In relevance to the Memorandum OUA MEMO 00-0920-0110 entitled, “Teach-Back of Microsoft Education Ambassadors and Trainers of Remote Learning on the Use of Microsoft Onenote, Microsoft Teams & Office 265,” a virtual meeting with Microsoft Education Ambassadors (MEAs), Trainers of Remote Learning, Information Technology Officer, and Online Focal Person shall be held on October 21, 2020 (Wednesday) at 9:00 AM via google meet using the link: https://meet.google.com/jgm-dxui-aon.

2. The participants of this virtual meeting are the MEAs and the Train the Trainer (TTT) Workshop Participants, to wit:

<table>
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<tr>
<th>No.</th>
<th>Name of Participants</th>
<th>School/Office</th>
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<tbody>
<tr>
<td>1</td>
<td>Stephen R. Pascual</td>
<td>Schools Division of Digos City</td>
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<tr>
<td>2</td>
<td>Jem Boy B. Cabrella</td>
<td>Schools Division of Digos City</td>
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<tr>
<td>3</td>
<td>Robin Charles Ramos</td>
<td>Senior High School in Digos City</td>
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<tr>
<td>4</td>
<td>Moises R. Perral</td>
<td>Senior High School in Digos City</td>
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<td>5</td>
<td>Blair Bryan Torres</td>
<td>Kapatagan National High School</td>
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<td>6</td>
<td>Darlene D. Pascual</td>
<td>Dawis National High School</td>
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<td>7</td>
<td>Aljun A. Rollan</td>
<td>Lungag Elementary School</td>
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<tr>
<td>8</td>
<td>Jimmy K. Laranjo</td>
<td>Ramon Magsaysay Central CES</td>
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<td>9</td>
<td>Ralph D. Lim</td>
<td>Digos City National High School</td>
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3. The above-mentioned participants are required to submit the DepEd email address to robincharles.ramos@deped.gov.ph for the invitation to join the virtual meeting on or before October 21, 2020 at 12:00 PM.

4. The following are the agenda to be discussed:

   a. Plan of Action for the conduct of the Teach-back of Microsoft Education Ambassadors and Trainers of Remote Learning on the Use of Microsoft Onenote, Microsoft Teams, and Office 365
b. Reporting on the Conduct of the Teach-back

c. Other Matters

5. Internet connectivity expense of the participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

6. Attached herewith is the memorandum for your reference.

7. Immediate dissemination of and compliance with this Memorandum is desired.

CRISTY C. EPE
Schools Division Superintendent
OUA MEMO 00-0920-0110
MEMORANDUM
12 September 2020

For: Regional Directors
Schools Division Superintendents
Regional Information and Technology Officers Division
Information and Technology Officers

Subject: TEACH-BACK OF MICROSOFT EDUCATION AMBASSADORS AND TRAINERS
OF REMOTE LEARNING ON THE USE OF MICROSOFT ONENOTE, MICROSOFT
TEAMS & OFFICE 365

The Information and Communications technology Service–Educational Technology Unit
(ICTS-EdTech Unit) in partnership with Microsoft Philippines has successfully conducted the In-
service Train the Trainer (TTT) webinar session entitled “Train the Trainers on Remote Learning
Using MS Teams and Office 365” last 29-30 June 2020 and upskilling of Microsoft Education
Ambassadors (MEAs) from DepEd last June 2020. The webinar session has empowered and prepared
the trainers to teach and prepare their fellow teachers in cascading the effective methodology of
delivering quality instructions using MS Teams and Office 365.

Each trainer is tasked to teach-back what they have learned in their own divisions, schools,
and faculties by facilitating webinar sessions. Topics covered on remote learning will focus on the use
of Office 365, including MS OneNote and MS Teams. The recommended training matrix is shown in
Appendix 1-Training Matrix for Remote Learning.

Detailed instructions for the teach-back:

• MEAs and TTT trainers will teach-back recommended content as attached in this
document as Appendix 1 – Training Matrix for Remote Learning through a webinar
session hosted in MS Teams.

• Each MEA or TTT trainer is recommended to cover 30-50 attendees per session
conducted. More than 50 attendees will be solely under the discretion of the trainer.

• MEAs and TTT trainers are expected to teach-back between 14 September
to 30 October 2020.

- The list of MEAs and TTT trainers can be found on Appendix 2 – List of Microsoft Education Ambassadors and Train the Trainers.

- Resources, materials, and training deck to be used can be found on the DepEd Professional Development LMS (training.deped.gov.ph)

Reporting guidelines for the teach-back:

- MEAs and TTT trainers must encode their scheduled webinars beforehand at http://edutrack.microsoft.com.
- MEAs and TTT trainers must submit the following details in the ICTS-EdTech Unit email address edtech@deped.gov.ph.
  - Date of webinar session
  - Total number of attendees
  - 2 to 3 screenshots of the webinar session
  - Screenshot of the encoded training in http://edutrack.microsoft.com

- MEAs and TTT trainers who have successfully completed the teach-back and followed the reporting guidelines will receive a Certificate of Recognition issued by DepEd ICTS–EdTech Unit and Microsoft Philippines.

For immediate and appropriate action.

ALAIN DEL B. PASCUA
Undersecretary