



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

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:

No.	Name of Participants	School/Office
1	Stephen R. Pascual	Schools Division of Digos City
2	Jem Boy B. Cabrella	Schools Division of Digos City
3	Robin Charles Ramos	Senior High School in Digos City
4	Moises R. Perral	Senior High School in Digos City
5	Blair Bryan Torres	Kapatagan National High School
6	Darlene D. Pascual	Dawis National High School
7	Aljun A. Rollan	Lungag Elementary School
8	Jimmy K. Laranjo	Ramon Magsaysay Central CES
9	Ralph D. Lim	Digos City National High School

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

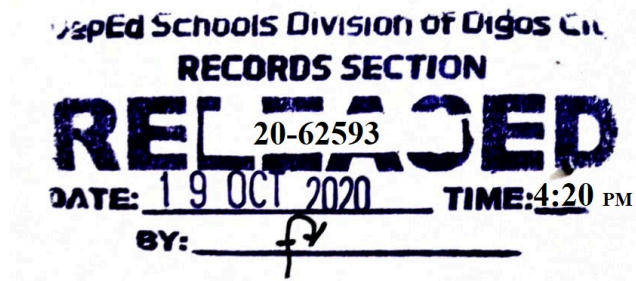


Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375

- 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





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Republika ng Pilipinas
Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

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 recommend 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



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Office of the Undersecretary for Administration (OUA)

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

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

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





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