



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 193, s. 2021

March 22, 2021

MICROSOFT 365 DISCOVERY WORKSHOP

To: DIVISION PERSONNEL
SCHOOL HEADS

1. Attached is Regional Memo dated March 17, 2021 and ICTS advisory dated March 16, 2021 on the registration, schedules, and clustering for the Microsoft 365 Scenario Discovery Workshops.
2. Please be informed of the following reminders for the participants.
 - Schedules, clustering and registration cut-offs for all sessions have been changed. See Advisory Annex 1 for the updated schedule.
 - Central Office bureaus, services, and offices listed in the table are requested to send up two (2) representatives to sessions that match their offices' functions.
 - Regions will be designated to their respective clusters. Regions shall assign the SDOs who will attend. SDOS shall assign the schools and the personnel who will attend.
 - Personnel must be familiar with the functions and operations and operations of their office.
 - Due to the changes in the schedules and clusters, those have previously registered using the link <https://bit.ly/DepEdACMWorkshop> are requested to sign up again.
 - Sessions for teaching personnel, as well as those for other non-teaching-related personnel (as needed), will be issued through another advisory.
3. For your information and guidance.

CRISTY C. EPE
Schools Division Superintendent






Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
Pasig City, Philippines

Office of the Director

ADVISORY

Date: March 16, 2021

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

From: 
ABRAM Y.C. ABANIL
Director IV

Subject: **ADVISORY ON REGISTRATION, SCHEDULES, AND CLUSTERING FOR THE MICROSOFT
365 SCENARIO DISCOVERY WORKSHOPS**

In relation to the released **OUA Memo 00-0329-0529** titled **Microsoft 365 Scenario Discovery Workshops**, please be informed of the following changes and reminders:

- Schedules, clustering, and registration cut-offs for all sessions have been changed. See **Annex 1** for the updated schedule of sessions.
- **Central Office bureaus, services, and offices listed in the table are requested to send up to two (2) representatives to sessions that match their offices' work functions.**
- Regions will be designated to their respective clusters. Regions shall assign the SDOs who will attend. SDOs will assign the schools and the personnel who will attend.
- Personnel must be familiar with the functions and operations of their office.
- Due to the changes in the schedules and clusters, those who have previously registered using the link <https://bit.ly/DepEdACMWorkshop> are requested to sign up again. We apologize for the inconvenience.
- Sessions for teaching personnel, as well as those for other non-teaching and teaching-related personnel (as needed), **will be issued through another advisory.**

Please be guided accordingly.

Annex 1

Dates	Designated Regions	AM Sessions (9:00 AM to 11:30 AM)	PM Sessions (1:30 PM to 4:00 PM)	Registration Cut-off																										
3/22/2021	<p align="center"> NCR Region II Region V Region VI Region IX Region XI </p>	<p>Payroll, Welfare, and Benefits</p> <table border="1"> <thead> <tr> <th align="center">Office</th> <th align="center">No. of Pax.</th> </tr> </thead> <tbody> <tr> <td>BHROD-Personnel Division</td> <td align="center">2</td> </tr> <tr> <td>BHROD-EWD</td> <td align="center">2</td> </tr> <tr> <td>Regional Payroll Services Unit (Regions VI, VII, IX, XI, NCR; 1 per region)</td> <td align="center">6</td> </tr> <tr> <td>Regional Personnel Section (Regions VI, VII, IX, XI, NCR; 1 per region)</td> <td align="center">6</td> </tr> <tr> <td>SDO Personnel Unit (Regions VI, VII, IX, XI, NCR; 1 per division per region)</td> <td align="center">6</td> </tr> <tr> <td>TOTAL</td> <td align="center">22</td> </tr> </tbody> </table>	Office	No. of Pax.	BHROD-Personnel Division	2	BHROD-EWD	2	Regional Payroll Services Unit (Regions VI, VII, IX, XI, NCR; 1 per region)	6	Regional Personnel Section (Regions VI, VII, IX, XI, NCR; 1 per region)	6	SDO Personnel Unit (Regions VI, VII, IX, XI, NCR; 1 per division per region)	6	TOTAL	22	<p>Asset, Property, and Supply Management</p> <table border="1"> <thead> <tr> <th align="center">Office</th> <th align="center">No. of Pax.</th> </tr> </thead> <tbody> <tr> <td>AS-AMD</td> <td align="center">2</td> </tr> <tr> <td>Regional Property and Supply Section (Regions VI, VII, IX, XI, NCR; 1 per region)</td> <td align="center">6</td> </tr> <tr> <td>Division Property and Supply Unit (Regions VI, VII, IX, XI, NCR; 1 per division per region)</td> <td align="center">6</td> </tr> <tr> <td>School Property Custodian (Regions VI, VII, IX, XI, NCR; 1 per school per division per region)</td> <td align="center">6</td> </tr> <tr> <td>TOTAL</td> <td align="center">22</td> </tr> </tbody> </table>	Office	No. of Pax.	AS-AMD	2	Regional Property and Supply Section (Regions VI, VII, IX, XI, NCR; 1 per region)	6	Division Property and Supply Unit (Regions VI, VII, IX, XI, NCR; 1 per division per region)	6	School Property Custodian (Regions VI, VII, IX, XI, NCR; 1 per school per division per region)	6	TOTAL	22	<p align="center">3/18/2021, 11:59 PM</p>
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3/24/2021	Region I Region III Region VIII Region XII CARAGA Region VI	Information and Communications Technology <table border="1" data-bbox="448 288 1171 571"> <thead> <tr> <th data-bbox="448 288 1019 341">Office</th> <th data-bbox="1019 288 1171 341">No. of Pax.</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 341 1019 427">Regional IT Officer (Regions I, III, VI, VIII, XII, CARAGA; 1 per region)</td> <td data-bbox="1019 341 1171 427">6</td> </tr> <tr> <td data-bbox="448 427 1019 513">Division IT Officer (Regions I, III, VI, VIII, XII, CARAGA; 2 divisions from each region)</td> <td data-bbox="1019 427 1171 513">12</td> </tr> <tr> <td data-bbox="448 513 1019 571">TOTAL</td> <td data-bbox="1019 513 1171 571">18</td> </tr> </tbody> </table>	Office	No. of Pax.	Regional IT Officer (Regions I, III, VI, VIII, XII, CARAGA; 1 per region)	6	Division IT Officer (Regions I, III, VI, VIII, XII, CARAGA; 2 divisions from each region)	12	TOTAL	18	No Session	3/19/2021, 11:59 PM								
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3/25/2021	Region II Region V Region IX Region VII Region X NCR	Educational Managers <table border="1" data-bbox="448 675 1171 1206"> <thead> <tr> <th data-bbox="448 675 1019 727">Office</th> <th data-bbox="1019 675 1171 727">No. of Pax.</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 727 1019 780">RD or ARD (Regions V and IX)</td> <td data-bbox="1019 727 1171 780">2</td> </tr> <tr> <td data-bbox="448 780 1019 866">Region II CLMD Chief or EPS (Regions II, VII, X, NCR)</td> <td data-bbox="1019 780 1171 866">4</td> </tr> <tr> <td data-bbox="448 866 1019 952">Region II SDS or ASDS (Regions X and NCR; 1 from each region)</td> <td data-bbox="1019 866 1171 952">2</td> </tr> <tr> <td data-bbox="448 952 1019 1038">Region II SDO CID Chief or EPS (Regions II, V, VII, IX; 1 per division from each region)</td> <td data-bbox="1019 952 1171 1038">4</td> </tr> <tr> <td data-bbox="448 1038 1019 1091">Public School District Supervisor</td> <td data-bbox="1019 1038 1171 1091">4</td> </tr> <tr> <td data-bbox="448 1091 1019 1144">Region II School Head</td> <td data-bbox="1019 1091 1171 1144">4</td> </tr> <tr> <td data-bbox="448 1144 1019 1206">TOTAL</td> <td data-bbox="1019 1144 1171 1206">20</td> </tr> </tbody> </table>	Office	No. of Pax.	RD or ARD (Regions V and IX)	2	Region II CLMD Chief or EPS (Regions II, VII, X, NCR)	4	Region II SDS or ASDS (Regions X and NCR; 1 from each region)	2	Region II SDO CID Chief or EPS (Regions II, V, VII, IX; 1 per division from each region)	4	Public School District Supervisor	4	Region II School Head	4	TOTAL	20	No Session	3/18/2021, 11:59 PM
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3/26/2021	Region I Region II Region V Region VIII MIMAROPA	Disaster Risk Reduction and Management <table border="1" data-bbox="448 1310 1171 1417"> <thead> <tr> <th data-bbox="448 1310 1019 1362">Office</th> <th data-bbox="1019 1310 1171 1362">No. of Pax.</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 1362 1019 1417">DRRMS</td> <td data-bbox="1019 1362 1171 1417">2</td> </tr> </tbody> </table>	Office	No. of Pax.	DRRMS	2	No Session	3/22/2021, 11:59 PM												
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Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

MEMORANDUM

To : All Schools Division Superintendents / OIC – SDSs

Subject: MICROSOFT 365 SCENARIO DISCOVERY WORKSHOPS

Date : March 17, 2021

Herewith is the Memorandum No. 00-0321-0122 dated March 10, 2021, from Usec. Alain Del B. Pascua, Undersecretary for Administration (OUA), regarding the “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 the Annexes A and B on the attached OUA Memorandum. 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.

DEPARTMENT OF EDUCATION DOR
RECORDS SECTION
RELEASED

ALLAN G. FARNAZO
Director IV

Enclosed: As stated.
ORD/ICT3/jcw

03/19/2021 Time: 4:07 pm
03 21-0206

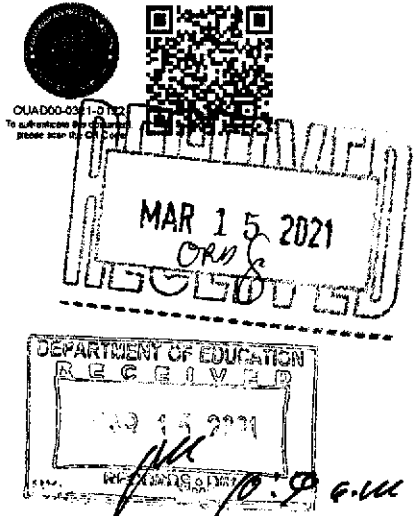


Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147





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

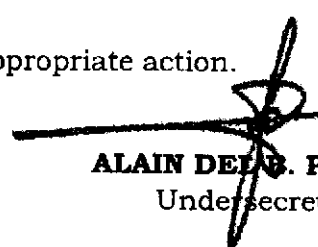
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ALAIN DEL S. PASCUA
Undersecretary



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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 (DRMS), Bureau of Learner Support Services (BLSS), Hagia 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

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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