



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 396, s. 2021

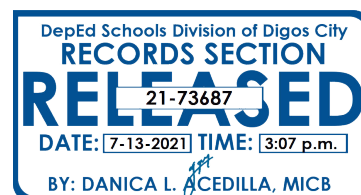
July 13, 2021

Orientation of ICT Coordinators on Microsoft O365 Accounts and Distribution of Student Accounts

To: **School Heads**
School ICT Coordinators
Teachers

1. Attached is regional memorandum dated July 12, 2021 re: Orientation of ICT Coordinators on Microsoft O365 Accounts and Distribution of Student Accounts, the regional office in partnership of Microsoft Philippines will conduct a virtual orientation to ICT coordinators and other personnel related to the distribution of Microsoft O365 application accounts on July 15, 2021 at 2:00 to 4:00 PM to Digos City Division and other Schools Divisions.
2. The link for the virtual orientation is at <https://tinyurl.com/nn2hjnzr> and participants shall prepare their Microsoft Teams app prior to this activity.
3. All expenses such as data loads incurred in the accomplishment of the above tasks shall be charged against teachers' allowances from DepEd and/or local funds subject to the usual accounting and auditing rules and regulations.
4. For immediate dissemination and compliance.


CRISTY C. EPE
Schools Division Superintendent



Encls: List Enclosures
References: Division Memo No 346 s. 2021
To be indicated in the Perpetual Index under the following subjects:
ICT TrainingSUBJECT

IT Officer: memorandum title
13 July 2021



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