DIVISION MEMORANDUM
No. II02, s. 2019

OFFICE 365 EMPOWERMENT TRAINING-WORKSHOP FOR
DEPED PLANNING OFFICERS

To: Airon M. Alejandro
Planning Officer III

1. In reference to the Unnumbered Memorandum from Evelyn R. Fetalvero, CESO V,
Assistant Regional Director, DepEd Region XI you are hereby directed to attend and
participate the Office 365 Empowerment Training-Workshops for DepEd Planning
Officers on December 1-7, 2019, at Cagayan de Oro City with exact venue to be
announced.

2. Transportation and other incidental expenses of the participants shall be charged to
DCP 2019 funds subject to the existing accounting and auditing rules and regulations.

FOR AND IN THE ABSENCE OF:

CRISTY C. EPE, CESE
Schools Division Superintendent

Encls: List Enclosures
References:
To be indicated in the Perpetual Index under the following subjects:
SGOD, Planning, Capacity Building/Seminar

29 NOVEMBER 2019
MEMORANDUM

To: Schools Division Superintendents
   Chief of Policy, Planning and Research Division

Subject: OFFICE 365 EMPOWERMENT TRAINING-WORKSHOP
         FOR DEPED PLANNING OFFICERS

Date: November 28, 2019

1. This is in reference to the attached Memorandum OUA MEMO 14-1019-0402, re: Office 365 Empowerment Training-Workshops for DepEd Planning Officers.

2. The Region XI cluster will be at Cagayan de Oro City from December 1 to 7, 2019 with the venue to be announced at a later date.

3. Participants for the activity are the following:

<table>
<thead>
<tr>
<th>Office</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Office/PPRD</td>
<td>Planning Officer – Jeffreym Bernabe</td>
</tr>
<tr>
<td>Division Office</td>
<td>Planning Officer</td>
</tr>
</tbody>
</table>

4. In the absence of Planning Officers, functional personnel under the Policy, Planning and Research Division (PPRD) or the SDO’s Planning and Research Unit may be designated to attend the event.

5. Attendees are reminded that they should have access to their official DepEd Email address and are requested to pre-register at http://bit.ly/Office365-PlanningOfficers to ensure that they have their O365 login credentials ready for use in the event, as well as guaranteed slot for meals, lodging, and other logistic arrangements.

6. Attendees must bring the following with them:
   a. A laptop running on at lease licensed Windows 7 and Office 2013
   b. Extension cord/s
   c. Mobile broadband device (preferable)
   d. Signed travel authorities

Empowerment  Adaptability  Goal-oriented  Leadership  Excellence
7. Participants may check in on December 1, 2019 and the first meal to be served is dinner on the same day. Check out is on December 7, 2019 and the last meal to be served is lunch on the last day of the workshop.

8. Transportation and other incidental expenses of participants shall be charged to DCP 2019 Funds subject to the usual accounting and auditing rules and regulations.

9. Immediate dissemination of this memorandum is desired.

EVELYN R. FETALVERO, CESO V
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director
For: Regional Directors and BARMM Minister for Education
     Schools Division Superintendents
     Regional and Division Planning Officers

Subject: OFFICE 365 EMPOWERMENT TRAINING-WORKSHOPS FOR
         DEPED PLANNING OFFICERS

As part of its Microsoft Office 365 (O365) Empowerment Program, the Information and Communications Technology Service (ICTS) in partnership with Microsoft Philippines will hold a series of O365 Empowerment Training-Workshops for DepEd Planning Officers (PO).

Target attendees, who will be grouped into four clusters, shall be Regional and Division POs. Details on this event, including requirements, clustering, travel arrangements, and other administrative notes, are attached. Other details will be disseminated through a separate advisory to be emailed to registered attendees.

For any concerns, prospective attendees may contact (02) 8633-7264 (look for Mr. Gerard Joseph Atienza), or email icts.uad@deped.gov.ph (cc: gerard.atienza@deped.gov.ph).

For appropriate action and immediate dissemination.

ALAIN D. B. TASCUDA
Undersecretary.
Office 365 (O365) Empowerment Training-Workshops for DepEd Planning Officers (PO)

<table>
<thead>
<tr>
<th>Clusters</th>
<th>Cluster 1</th>
<th>Cluster 2</th>
<th>Cluster 3</th>
<th>Cluster 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>18-22 November 2019</td>
<td>11-15 November 2019</td>
<td>4-8 November 2019</td>
<td>4-8 November 2019</td>
</tr>
<tr>
<td></td>
<td>Venue: Region I</td>
<td>Venue: Region V</td>
<td>Venue: Region VIII</td>
<td>Venue: Region XII</td>
</tr>
<tr>
<td>Region I, CAR</td>
<td>Region II, Region III</td>
<td>NCR, CALABARZON</td>
<td>MIMAROPA, Region V</td>
<td>Region IX, Region X</td>
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<tr>
<td></td>
<td></td>
<td>Region VI, Region VII</td>
<td></td>
<td>Region XI, Region XII</td>
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<tr>
<td></td>
<td></td>
<td>Region VIII</td>
<td></td>
<td>CARAGA, BARMM</td>
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</tbody>
</table>

Attendees

1. Target attendees to this workshop series are Regional and Division Planning Officers (PO).
   a. **Two slots** are allotted for the Regional Offices (RO), with **one slot** for the Schools Division Offices (SDO).
   b. In the absence of the Planning Officer, functional personnel from the RO’s Planning, Programming, and Research Division (PPRD) or the SDO’s Planning Unit may be designated to attend the event.

2. A prospective attendee must meet the following qualifications:
   a. Knowledge of basic computer concepts and applications
   b. Proficiency in using basic Microsoft Office apps (Word, Excel, PowerPoint)
      i. Prior knowledge and/or usage of O365 apps is an advantage but not a requirement.
   c. Access to **their official** DepEd email address
      i. Email accounts **MUST be individual** (e.g., firstname.lastname@deped.gov.ph).
      ii. Accounts used to represent offices (e.g., deped.centraloffice@deped.gov.ph) and/or that are not in the deped.gov.ph domain (e.g., deped.centraloffice@gmail.com) are NOT ALLOWED.
      iii. For any issues concerning access to DepEd email (e.g., account creation, log-in issues, password resets, etc.), prospective attendees should seek assistance from their respective Division or Regional Information Technology Officer.
   d. Willingness to cascade all knowledge acquired from this event and offer technical assistance to their region- and division-based colleagues on the use of O365 apps

Pre-registration

1. Attendees **MUST register as soon as they receive authorization from their ROs and SDOs to attend this event.**
2. Attendees must fill out the online registration form.
   a. Scan the QR code beside this paragraph; or
3. Pre-registration ensures that the attendee has their O365 login credentials ready for use in the event, as well as a guaranteed slot for meals, lodging, and other logistic arrangements.
4. The cut-off for pre-registration is on **21 October, 11:59 PM**.
   a. After the cut-off date, online registration will be CLOSED.
   b. **No new requests for pre-registration will be accepted after the cut-off date**; requests for replacement will only be entertained during the event.
Walk-in and Substitute Attendees
1. Unless necessary, sending in walk-in and substitute attendees to the event is STRONGLY DISCOURAGED.
   a. Walk-in attendees include personnel who show up at the event without pre-registering, regardless of the circumstances.
   b. Substitute attendees are those who attend the event instead of a shortlisted and pre-registered attendee, usually for reasons of exigency of service and/or other emergencies.
2. Walk-in and substitute attendees must secure an authorization letter signed by the head of office or duly authorized personnel.
3. Walk-in and substitute attendees must still complete registration at the venue.
4. Admission to the venue, as well as meals and lodging arrangements, for walk-in and substitute attendees are subject to availability of slots.

Meals and Accommodation
1. All pre-registered attendees with valid travel authorities are guaranteed hotel accommodations and meals throughout the event.
2. Refer to the table below for hotel and meal schedules.

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Check-in (02:00 PM)</th>
<th>Check-out (12:00 PM)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>First Meal (Dinner)</td>
<td>Last Meal (Lunch)</td>
</tr>
<tr>
<td>Cluster 1</td>
<td>17 November</td>
<td>23 November</td>
</tr>
<tr>
<td>Cluster 2</td>
<td>10 November</td>
<td>16 November</td>
</tr>
<tr>
<td>Cluster 3</td>
<td>3 November</td>
<td>9 November</td>
</tr>
<tr>
<td>Cluster 4</td>
<td>3 November</td>
<td>9 November</td>
</tr>
</tbody>
</table>

3. All other incurred expenses that are not covered by the event (e.g., early check-in, late check-out, additional food and drinks, board and lodging of drivers, parking slots, etc.) shall be borne by the attendee/s involved.

Travel Arrangements
1. Travel expenses of attendees have already been downloaded to their respective Regional Offices (RO), charged against DCP 2019 Funds.
2. The RO shall download said funds to their SDOs; attendees shall reimburse and/or request advances (if allowed) for their travel expenses from downloaded funds to their offices.
3. All expenses are subject to existing accounting and auditing rules and regulations.

Before the Event
1. An attendee MUST bring the following with them throughout the event:
   a. A laptop computer
      i. Minimum requirement: Running on at least licensed Windows 7 and Office 2013
      ii. Other devices, such as smartphones, phablets, and the like are not recommended
   b. Power strip and/or extension cord/s
   c. Mobile broadband device (preferable)
2. All attendees MUST secure signed travel authorities.
   a. Walk-in and substitute attendees MUST also bring an authorization letter signed by the head of office or duly authorized personnel.
b. The organizers reserve the right to deny admission or privileges to attendees who fail to comply with the abovementioned requirements.

3. Attendees **MUST** have access to **BOTH** their DepEd email account and their O365 account.
   a. Attendees should forward issues concerning access to their accounts to their respective Division IT Officer.
   b. The organizers do not guarantee immediate resolution of any issues that have not been resolved prior to the event.
   c. Failure to resolve such issues can severely impact experience and learning.

**Guidelines for the Host Regions/Divisions**

1. The Host Regions/Divisions are tasked to assist the Central Office (CO) in facilitating the conduct of their designated clusters.

2. Listed below are specific tasks expected of the Hosts:
   a. Receive the final list of attendees for their cluster from the CO
   b. Designate at least **two personnel** as part of the secretariat
      i. Guidelines for organizers shall be released separately.
   c. Provide at least **one** medical personnel to be on standby throughout the event
   d. Designate speakers to deliver the welcome speech (during the opening program) and the closing speech (during the closing program)

**Other Information**

1. Updates will be disseminated through email and Workplace.

2. **All information in this note are subject to change without prior notice.**
Office of the Director

ADVISORY

Date: November 25, 2019

For: Regional Directors of Regions I, II, III, VI, VII, VIII, IX, X, XI, XII, CARAGA, CAR
BARMEM Education Minister
Schools Division Superintendents
All Others Concerned

From: ABRAM Y.C. ABANIL
Director IV

Subject: ADVISORY RE: OFFICE 365 EMPOWERMENT TRAINING-WORKSHOPS FOR DEPED PLANNING OFFICERS

In connection with the Microsoft Office 365 (O365) Empowerment Training Program of the Department of Education (DepEd), through the Information and Communications Technology Service (ICTS), the User Support Division (USD) issues this advisory due to updates in the training dates and venues for the different clusters.

* Please take note of updated dates and venues of the following clusters:

<table>
<thead>
<tr>
<th>Cluster 4</th>
<th>Cluster 3</th>
<th>Cluster 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 1-7, 2019</td>
<td>December 8-14, 2019</td>
<td>December 8-14, 2019</td>
</tr>
<tr>
<td>Venue: Cagayan de Oro City</td>
<td>Venue: Tacloban City</td>
<td>Venue: Region 1/CAR/3</td>
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<tr>
<td>Exact venue TBA</td>
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</tbody>
</table>

Should your office have any inquiries or clarifications regarding the said activity, feel free to contact Mr. Gerard Joseph Atienza of the ICTS – User Support Division through email at gerard.atienza@deped.gov.ph or at landline number (02) 8633-7264.

Thank you very much in anticipation of your positive response on this matter.