



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



DIVISION MEMORANDUM
No. 232, s. 2019

March 20, 2019

ATTENDANCE TO MICROSOFT OFFICE 365 EMPOWERMENT PROGRAM

To: **Mark V. Castañares**

1. Attached is DepEd memorandum dated March 1, 2019, regarding on the Microsoft Office 365 Training for DepEd Field Offices on March 25-28, 2019 at the Great Eastern Hotel-Aberdeen Court located at 1403 Quezon Avenue, Quezon City, Metro Manila.
2. The following Division Office participants are requested to attend, to wit:
 - a) Schools Division Superintendent,
 - b) Mark V. Castañares – Administrative Support Personnel
3. Travel expenses shall be charged against downloaded and local funds, subject to the existing accounting and auditing rules and regulations.
4. Other information and arrangements can be found in the attached DepEd Memorandum.
5. For your information and guidance.


WINNIE E. BATON, EdD
Officer -In-Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
31072
DATE: 21 MAR 2019 TIME: 9:17
BY: fw

References: DepEd Memo dated March 1, 2019.
To be indicated in the Perpetual Index under the following subjects:
ICT



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUR MEMO 14-0119-012
MEMORANDUM
01 March 2019

For: **Atty. Alberto T. Escobarte, CESO III**
Regional Director, DepEd-Region XI
Schools Division Superintendents (Region XI)

Subject: **MICROSOFT OFFICE 365 EMPOWERMENT PROGRAM**

In line with the thrust in improving governance by providing tools that allow collaboration among employees in the performance of tasks, the Department of Education – Central Office (DepEd-CO) through the Information and Communications Technology Service (ICTS) and in partnership with Microsoft Philippines will conduct a **Microsoft Office 365 (O365) Training** for DepEd Field Offices under the abovementioned subject.

For this segment of the program, intended participants are the High Level Managers (**HLM**) (i.e. **Regional Director or Assistant Regional Director, Schools Division Superintendents or Assistant Schools Division Superintendents**) and their Administrative Support Personnel (**ASP**). RO XI and all SDOs are expected to send **only one (1) each** of HLM and ASP, or **two (2) pax per SDO**. However, **SDO Davao City** (a large-sized SDO) may send up to **two (2) of each**, or **four (4) participants** in total.

ASPs must have the following attributes to successfully complete the training:

- With basic or working knowledge in using Microsoft Office – Word, Excel or PowerPoint
- With basic or working knowledge in using the following technologies – email, online forms, collaboration tools
- Comfortable in echoing (repeat) and deliver the training learned to colleagues at work
- Willing to assist their heads of offices and co-workers in the use of **O365** applications, if needed.

The training is scheduled on **25-28 March 2019**. Venue will be at the **Great Eastern Hotel-Aberdeen Court** located at 1403 Quezon Avenue, Quezon City, Metro Manila (**refer to Attachment A for variation in training schedules**).

Office of the Undersecretary for Administration

(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health,
Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)
Department of Education, Central Office, Meralco Avenue, Pasig City
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo



Registration for the event can be accessed via <http://bit.ly/Office365-training> and deadline is on or before 08 March 2019. It is imperative that participants pre-register to secure rooms and meals for those arriving on 24 March 2019 (Day 0) and to ensure that O365 accounts will be readily available on the start of the training day.

Moreover, in preparation for the event, please refer to details:

- **Prepare DepEd email account:**
 - Participants must have their individual DepEd email accounts (Ex. firstname.lastname@deped.gov.ph)
 - DepEd email accounts used in representing their respective offices (Ex. deped.centraloffice@deped.gov.ph) cannot be used.
 - For inactive or inaccessible DepEd email accounts, please get in touch with the Regional/Division Information Technology Officer (ITO) who has jurisdiction over the office being represented.
- **Things to bring for the event:**
 - **Bring their own laptop devices**, preferably running on **licensed MS Windows 8/10 & MS Office 2013/2016**.
 - Extension cord/s and mobile internet devices.
- **Accommodations**
 - **Check-in starts at 2 PM on the 24 March 2019 (Day 0) and dinner will be the first meal to be served on the said date, only for the participants who registered online.**
 - **Check-out will be until 12 NN of 28 March 2019 and afternoon snacks will be the last meal to be served.**

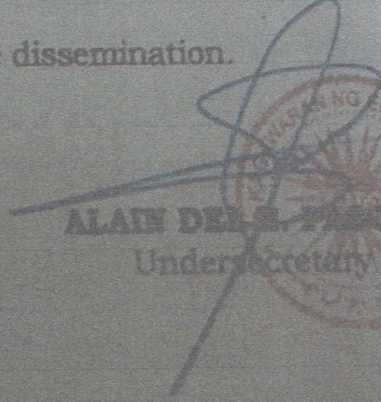
ICTS will cover the management of the event (including the function rooms, meals, materials, board and lodging) for the attendees.

Travel expenses of pre-determined participants will be downloaded to the Regional/Division offices, subject to the usual accounting/auditing rules and regulations. In relation, **this memorandum also serves as the ICT Service's request to allow the downloading of funds to the participants respective SDOs.** Refer to **Attachment A** for the amounts to be downloaded.

For other concerns (i.e. representatives, food preferences, etc.), participants may contact through these means:

- Send an email to icts.usd@deped.gov.ph,
cc: genesis.fernando@deped.gov.ph / raven.flores@deped.gov.ph; or
- Call ICTS-USD landline at (02) 633-7264, look for **Ms. Niña Bernas**

For appropriate action and immediate dissemination.


ALAIN DEL S. PASCUA
Undersecretary

ATTACHMENT A**25-28 MARCH 2019****Region 11**

TRAINING SCHEDULE	
Type of Participant	Date of Training
High Level Managers	27-28 March 2019
Administrative Support Personnel	25-28 March 2019

ALLOCATION OF SLOTS & AMOUNT TO BE DOWNLOADED

Activity	O365 EMPOWERMENT WORKSHOP FOR NON TEACHING PERSONNEL				
Venue	Venue #1 within NCR				
• High Level Managers are not allotted TEV for this activity					
Item	No. of Pax	Amount	Total	Downloading	Remarks
RO XI	1	₱ 12,500.00	₱ 12,500.00	₱ 12,500.00	
Compostela Valley	1	₱ 12,500.00	₱ 12,500.00	₱ 12,500.00	
Davao City	2	₱ 12,500.00	₱ 25,000.00	₱ 25,000.00	
Davao del Norte	1	₱ 12,500.00	₱ 12,500.00	₱ 12,500.00	
Davao del Sur	1	₱ 12,500.00	₱ 12,500.00	₱ 12,500.00	
Davao Occidental	1	₱ 12,500.00	₱ 12,500.00	₱ 12,500.00	
Davao Oriental	1	₱ 12,500.00	₱ 12,500.00	₱ 12,500.00	
Digos City	1	₱ 12,500.00	₱ 12,500.00	₱ 12,500.00	
Island Garden City of Samal	1	₱ 12,500.00	₱ 12,500.00	₱ 12,500.00	
Mati City	1	₱ 12,500.00	₱ 12,500.00	₱ 12,500.00	
Panabo City	1	₱ 12,500.00	₱ 12,500.00	₱ 12,500.00	
Tagum City	1	₱ 12,500.00	₱ 12,500.00	₱ 12,500.00	
	13				

