



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



January 19, 2019

Division Memorandum
No. 369 s. 2019

**Participation to the 3-Day Training on Microsoft Office 365
for Senior High School Teachers**

To: BEVERLY S. DAUGDAUG, Ed. D. CID Chief
RAQUEL L. CEDEÑO, Ed.D, Principal II, SHS in Digos City
ELIZABETH R. BUERON, MAVED, Principal I, Kapatagan NHS
AIMEE AMOR C. PORTO, MA, OIC, Matti NHS
EDBERTO A. REAL, Ed. D., Principal III, Ruparan NHS

1. In pursuance to an Unnumbered Regional Memorandum dated May 14, 2019, there will be a 3-Day Training on Microsoft Office 365 for Senior High School Teachers and SHS Program Coordinators on May 21-23, 2019 at the University of Mindanao (Matina Campus), Davao City.
2. The training aims to:
 - a. Empower educators and leaders through ICT integration in the classroom;
 - b. Allow teachers to walk through on the available tools under Microsoft 365; and
 - c. Explore on how the tools can be used effectively for technology-enhanced learning.
3. In line with this, the following are directed to attend said training:

Name	Office/School	Name	Office/School
Demrose Joy Parisan	SHS in DC	Ray Felix Dumagan	KNHS
Anamarie L. Cabigas	SHS in DC	Sheila Bliss Goc-ong	Matti NHS
Maria Clarissa Berso	SHS in DC	Nelfa Dela Cruz	Matti NHS
Airen Amisola	SHS in DC	Nestle Anne Torres	Matti NHS
Clifford Dinoy	SHS in DC	Angelyn Alcosoba	RNHS
Thonver Sampaga	KNHS	Giefren Love Añabeza	RNHS
Blair Bryan Torres	KNHS	Luzminda B. Jasmin	SDO

4. Expenses relative to the training venue, materials and food for three days (morning snacks, lunch and afternoon only) shall be shouldered by the Microsoft Philippines, while travel and other incidental expenses of the participants shall be charged to local funds, all subject to the usual accounting and auditing rules and regulations.
5. For information, guidance and compliance.

DepEd Schools Division of Digos City

RECORDS SECTION

1905-440

DATE: 17 MAY 2019 TIME: 2:59 PM

BY: _____

WINNIE E. BATOON, Ed. D

Officer-in-Charge

Office of the Schools Division Superintendent

Encls: Unnumbered Regional Memorandum dated May 14, 2019

Reference: Unnumbered Regional Memorandum dated May 14, 2019

To be indicated in the Perpetual Index under the following subjects:

CURRICULUM

SENIOR HIGH SCHOOL

TRAINING

lbj: attendance to the 3-day training on Microsoft office 365 for senior high school teachers

17 May, 2019

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Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



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Email: region11@deped.gov.ph
Website: www.dopadrcs.ph

MEMORANDUM

To : All Schools Division Superintendents

Subject : 3-DAY TRAINING ON MICROSOFT OFFICE 365
FOR SENIOR HIGH SCHOOL TEACHERS

Date : May 14, 2019

DepEd Schools Division of Digos City
RECORDS SECTION

RECEIVED 1905-440

DATE: 14 MAY 2019 TIME: 4:58

BY: _____

In pursuance to the herein invitation from Ms. Clarissa Segismundo, Education Programs Lead, Microsoft Philippines, this Office informs the conduct of the 3-Day Training on Microsoft Office 365 for Senior High School Teachers and SHS Program Coordinators on May 21-23, 2019 at the University of Mindanao (Matina Campus), Davao City.

The said training aims to :

- empower educators and leaders through ICT integration in the classroom;
- allow teachers to walk through on the available tools under Microsoft 365; and
- explore on how tools can be used effectively for technology enhanced learning.

This Office advises all Schools Division Offices (SDOs) to send their Senior High School (SHS) Teachers and Division SHS Coordinators following the matrix of participants below :

DIVISION	SHS TEACHERS	DIVISION SHS COORDINATORS	TOTAL
COMVAL	43	1	44
DAVAO CITY	53	1	54
DAVAO DEL NORTE	29	1	30
DAVAO DEL SUR	29	1	30
DAVAO OCCIDENTAL	19	1	20
DAVAO ORIENTAL	19	1	20
DIGONG CITY	12	1	13
IGACOS	13	1	14
MATI CITY	13	1	14
PANABO CITY	14	1	15
TAGUM CITY	14	1	15
			270

Expenses relative to the training venue, materials and food for three days (morning snacks, lunch and afternoon snacks only) shall be shouldered by the Microsoft Philippines, while travel and other incidental expenses of the participants shall be charged to local funds, all subject to the usual accounting and auditing rules and regulations.

Empowerment Adaptability Goal-oriented Leadership Excellence



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City

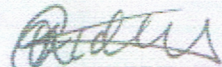


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Details of the conduct of the said training is in the enclosure.

Immediate dissemination of this Memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

ROC1/jgv

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
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Date: 5-14-19 Time: 9:55

Empowerment Adaptability Goal-oriented Leadership Excellence

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May 8, 2019

Atty. Alberto T. Escobarte
Regional Director

Dr. Evelyn R. Fetalvero
Asst. Regional Director

Through:

Ms. Janette Veloso
Regional CLMD Chief

Mr. Ricardo Guinto
Regional IT Office

Region XI
Department of Education

Re: Invitation for Region XI SHS Teachers and SHS coordinators to attend a 3-day training on Microsoft Office 365

As Microsoft continues to support the Department of Education in empowering educators and leaders through ICT integration in the classroom, we would like to offer a 3-day training session on **May 21 to 23, 2019 at The University of Mindanao (Matina Campus), Davao City** focusing on Microsoft Office 365 and how these tools can be used effectively for technology enhanced learning.

This training is intended for Senior High School teachers and Senior High School coordinators in DepEd Region XI.

We would like to request your organization to shortlist the attendees whom you think might be a good fit for the training program. Below are the details for your reference:

- Maximum of **270** seats for DepEd Region XI
- Recommended attendees are Senior High School Teachers and/or Senior High School coordinators
- Registration and confirmation of seats will be validated by DepEd Region XI

Training agenda overview:

- Day 1: Overview, account set-up, activation and walk through on available tools
 - Day 2: Hands on sessions, integration and application of tools in teaching
 - Day 3: Collaborative session on best practices
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At Microsoft, we value the participation of our educators at key functions such as this and would like to shoulder their training content and meal expenses.

Microsoft wishes to ensure that by paying these expenses it does not create any violation of the letter or of applicable government gifts and ethics rules at the Department of Education. If permitted, we would be pleased to shoulder the following expenses for the attendee:

- * Training meals for all the attendees from May 21 to 23, 2019 valued at max of PHP 800 /day/attendee that include morning snacks, lunch, and afternoon snacks.

Please note that Microsoft will not be providing any reimbursements to the participant for any expenses related to the meeting. Accordingly, Microsoft expects that the participant or your organization will be responsible for all other expenses associated with participation or attendance (including without limitation other surface transportation, other meals not listed above, and other incidentals (e.g., miscellaneous room charges, phone, parking, tolls, mileage, gratuities, optional hotel amenities not included in the covered room rate, etc.).

The amounts listed above give an approximate fair market value of the meals and lodging that Microsoft will provide you. Those amounts are listed for your convenience to help with any reporting requirements you may have. Those amounts are not spending allowances. For example, if the participant chooses to skip a meal served at the event, any costs he/she incur to obtain an alternative meal will not be reimbursed.

It is the intent of Microsoft that payment of these expenses is compliant with all applicable laws, regulations and ethics rules regarding gifts and donations. Microsoft pays these expenses without seeking promises or favoritism for Microsoft in any bidding arrangements. Further, no exclusivity will be expected by either party. Microsoft pays these expenses with the understanding that it will not be prohibited from any procurement opportunities. Finally, your acceptance imposes no obligation on your organization to acquire or use any Microsoft product or service.

Thank you and we are looking forward to your support in helping us empower more educators and schools in the Philippines. For any questions, please email us at b-grco@microsoft.com.

Yours in Education

Clarissa Segismundo
Education Programs Lead
Microsoft in Education
Microsoft Philippines