



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



DIVISION MEMORANDUM
No. 1103, s. 2019

November 29, 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

Melanie P. Estacio
MELANIE P. ESTACIO, Ph.D.
OFFICIAL IN CHARGE
OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
48155
DATE: NOV 29 2019 TIME: 3:36 PM
BY: [Signature]

Encls: List Enclosures

References:

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

29 NOVEMBER 2019



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



Address: F. Torres St., Davao City (8000)
Contact/Telefax Numbers: (082) 291-1665/(082) 221-6147

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

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

DepEd Schools Division of Digos City
RECORDS SECTION
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DATE: NOV 29 2019 TIME: 1:24 PM
BY: [Signature]

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 deo 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:

Office	Designation
Regional Office/PPRD	Planning Officer – Jeoffrey Bernabe
Division Office	Planning Officer

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

Page 1 of 2

Document Number : ROXI-114
Version Number : 2.0
Revision Number : 0
Date of Effectivity : July 15, 2019





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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

ROP6/lde

DEPARTMENT OF EDUCATION ROXI
FUNDING SECTION
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By: 

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Empowerment Adaptability Goal-oriented Leadership Excellence

Page 2 of 2

Document Number : ROXI-114
Version Number : 2.0
Revision Number : 0
Date of Effectivity : July 15, 2019



Certificate Number: AJA19-0237



OUAMEMO14-1019-0402
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Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 14-1019-0402
MEMORANDUM
8 October 2019

For: **Regional Directors and BARMM Minister for Education
Schools Division Superintendents
Regional and Division Planning Officers**

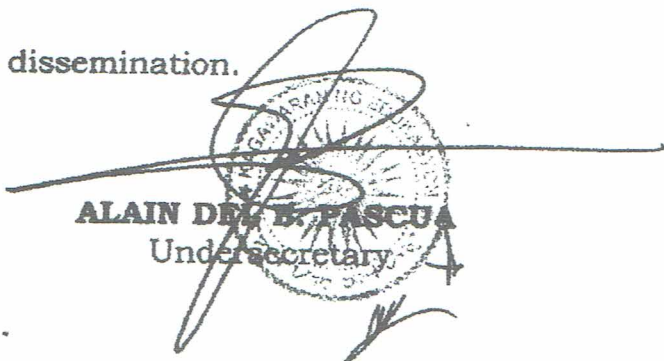
Subject: **OFFICE 365 EMPOWERMENT TRAINING-WORKSHOPS FOR
DEPED PLANNING OFFICERS**

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.usd@deped.gov.ph (cc: gerard.atienza@deped.gov.ph).

For appropriate action and immediate dissemination.


ALAIN DEL B. PASCUA
Undersecretary



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of Major Programs



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (BLSS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: +63286337203, +63286376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depeditayo



Office 365 (O365) Empowerment Training-Workshops for DepEd Planning Officers (PO)

Clusters

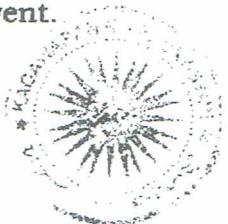
Cluster 1	Cluster 2	Cluster 3	Cluster 4
18-22 November 2019 Venue: Region I	11-15 November 2019 Venue: Region V	4-8 November 2019 Venue: Region VIII	4-8 November 2019 Venue: Region XII
Region I, CAR Region II, Region III	NCR, CALABARZON MIMAROPA, Region V	Region VI, Region VII Region VIII	Region IX, Region X Region XI, Region XII CARAGA, BARMM

Attendees

- Target attendees to this workshop series are **Regional and Division Planning Officers (PO)**.
 - Two slots** are allotted for the Regional Offices (RO), with **one slot** for the Schools Division Offices (SDO).
 - 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.
- A prospective attendee must meet the following qualifications:
 - Knowledge of basic computer concepts and applications
 - Proficiency in using basic Microsoft Office apps (Word, Excel, PowerPoint)
 - Prior knowledge and/or usage of O365 apps is an advantage but not a requirement.
 - Access to **their official DepEd** email address
 - Email accounts **MUST** be **individual** (e.g., *firstname.lastname@deped.gov.ph*).
 - 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**.
 - 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.
 - 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

- Attendees MUST register as soon as they receive authorization from their ROs and SDOs to attend this event.**
- Attendees must fill out the online registration form.
 - Scan the QR code beside this paragraph; or
 - Log on to <https://bit.ly/Office365-PlanningOfficers> and access the form from a web browser.
- 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.
- The cut-off for pre-registration is on **21 October, 11:59 PM**.
 - After the cut-off date, online registration will be **CLOSED**.
 - No new requests for pre-registration will be accepted after the cut-off date**; requests for replacement will only be entertained during the event.





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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 exigence 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.

	Check-in (02:00 PM) First Meal (Dinner)	Check-out (12:00 PM) Last Meal (Lunch)
Cluster 1	17 November	23 November
Cluster 2	10 November	16 November
Cluster 3	3 November	9 November
Cluster 4	3 November	9 November

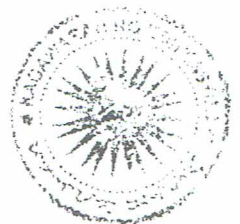
3. All other incurred expenses that are not covered by the event (e.g., early check-in, late check-out, additional food and drinks, board and lodging of drivers, parking slots, etc.) shall be borne by the attendee/s involved.

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.





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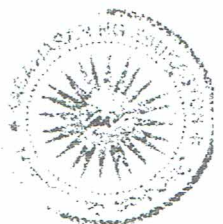
- b. The organizers reserve the right to deny admission or privileges to attendees who fail to comply with the abovementioned requirements.
3. Attendees **MUST** have access to **BOTH** their DepEd email account and their O365 account.
 - a. Attendees should forward issues concerning access to their 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.**





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

0977-2019

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
BARMM 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:

Cluster 4	Cluster 3	Cluster 1
December 1-7, 2019	December 8-14, 2019	December 8-14, 2019
Venue: Cagayan de Oro City	Venue: Tacloban City	Venue: Region 1/CAR/3
Exact venue TBA	Exact venue TBA	Exact venue TBA
Region IX, Region X Region XI, Region XII CARAGA, BARMM	Region VI, Region VII Region VIII	Region I, CAR Region II, Region III

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.