



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. **510**, s. 2020

October 23, 2020

**CONDUCT OF THE DIVISION VIRTUAL TEACH-BACK OF REMOTE LEARNING
ON THE USE OF MS ONENOTE, MS TEAMS, AND OFFICE 365 FOR TEACHERS**

To: CID and SGOD Chiefs
Education Program Supervisors Concerned
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Elementary and Secondary Public School Teachers Concerned
All Others Concerned

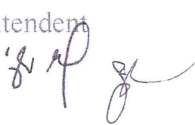
Attention:	Mr. Stephen R. Pascual	- Schools Division Office
	Dr. Jem Boy B. Cabrella	- Schools Division Office
	Mr. Robin Charles O. Ramos	- SHS in Digos City
	Dr. Moises R. Perral	- SHS in Digos City
	Mr. Blair Brian Torres	- Kapatagan NHS
	Mrs. Darlene D. Pascual	- Dawis NHS
	Mr. Aljun A. Rollan	- Lungag Elem. School
	Mr. Jimmy K. Laranjo	- Ramon Magsaysay CES
	Mr. Ralph D. Lim	- Digos City NHS

1. In relevance to Memorandum OUA MEMO 00-0920-0110 entitled, "Teach-back of Microsoft Education Ambassadors and Trainers of Remote Learning on the Use of Microsoft Onenote, Microsoft Teams, and Office 365," the Division Virtual Teach-back of Remote Learning on the Use of MS Onenote, MS Teams, and Office 365 for Teachers will be conducted on October 27-28, 2020 (Tuesday & Wednesday) via MS Teams. The following are the links for the MS Teams live event:
 - a. Day 1: <http://bit.ly/DVTB-RL-Teachers-Day1>
 - b. Day 2: <http://bit.ly/DVTB-RL-Teachers-Day2>
2. The overall objective of the division teach-back is to contribute to the improvement of the implementation of the different learning delivery modalities in the Schools Division of Digos City. Specifically, it aims that the participants will be able to:
 - a. acquire knowledge on Microsoft Education Community, and skills on the Microsoft Onenote, Teams, and Office 365;
 - b. demonstrate skill on the use of Microsoft Onenote, Teams, and Office through presentation of their outputs; and
 - c. apply the skills they gained in the delivery of the lesson through online class and digital modality.



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3. This division virtual teach-back will start at 8:00 AM sharp on October 27, 2020. MS Teams link will be open at 7:00 AM on the same date.
4. The participants of this virtual teach-back are those pre-registered elementary and secondary public school teachers who handle online class and digital modality listed in Enclosure 2 – List of Participants. However, walk-in participants will still be accommodated.
5. The participants are required to fill up the form for pre-registration through <http://bit.ly/Training-O365Apps-Teams-RegForm> until October 26, 2020 at 5:00 PM.
6. Internet communication allowance of the teacher-participants shall be charged against school MOOE subject to the usual accounting and auditing rules and regulations.
7. Attached herewith are Enclosure 1 – Programme, Enclosure 2 – List of Participants, and Enclosure 3 – Memorandum OUA MEMO 00-0920-0110 signed by Usec. Alain del B. Pascua for your reference.
8. Immediate dissemination of and compliance with this Memorandum is desired.


CRISTY C. EPE
Schools Division Superintendent


DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED 63599

DATE: 26 OCT 2020 TIME: 10:46 AM

BY: 

**DIVISION VIRTUAL TEACH-BACK OF REMOTE LEARNING ON THE USE OF MS
ONENOTE, MS TEAMS, AND OFFICE 365 FOR TEACHERS**

October 27 – 28, 2020 | MS Teams

PROGRAMME

Day/Time	Activity	Speaker/Facilitator
October 27, 2020 (Day 1)		
7:00 – 8:00	Log-in to MS Teams/Online Registration	
8:00 – 8:30	Preliminaries	Mr. Ronald B. Dedace <i>HRD SEPS</i>
	National Anthem Opening Prayer Regional Hymn Digos City Hymn	Audio-Visual Presentation
	Opening Remarks	Beverly S. Daugdaug, EdD <i>CID Chief</i>
	Messages	Cristy C. Epe, EdD <i>Schools Division Superintendent</i> Basilio P. Mana-ay, Jr., EdD <i>Assistant Schools Division Superintendent</i>
8:30 – 9:30	Topic 1: Microsoft Education Community	Moises R. Perral, EdD <i>Master Teacher II, SHSDC</i>
9:30 – 10:30	Topic 2: O365 Overview	Robin Charles O. Ramos, MBA <i>Teacher II, SHSDC</i>
10:30 – 12:00	Topic 3: MS Forms	Ralph S. Lim <i>Teacher I, DICNHS</i>
12:00 – 1:00	Lunch	
1:00 – 1:15	Unfreezing/Online Registration	Audio-Visual Presentation
1:15 – 3:30	Topic 4: MS OneNote	Blair Brian Torres <i>Teacher I, KNHS</i>
3:30 – 5:00	Independent Learning - Creation of MEC Accounts (if not yet registered) - Navigating O365 Features - Exploration and Creation of MS Forms	
October 28, 2020 (Day 2)		
7:00 – 8:00	Log-in to MS Teams/Online Registration	
8:00 – 8:15	Unfreezing	
8:15 – 12:00	Topic 5: MS Teams	Stephen R. Pascual <i>Division ITO</i>
1:00 – 1:15	Unfreezing/Online Registration	
1:15 – 3:00	Topic 5: MS Teams (Continuation)	Stephen R. Pascual <i>Division ITO</i>
3:00 – 4:15	Independent Learning - Navigating and Exploring the Features of MS Teams	
4:15 – 4:30	Precautionary Guidelines on the Conduct of Online Meetings (OUA MEMO 00-1020-0164)	Jem Boy B. Cabrella, PhD <i>Education Program Supervisor</i> <i>Division Online/Digital Focal</i>
4:30 – 5:00	Closing Program	Mr. Ronald B. Dedace <i>HRD SEPS</i>

Master of Ceremony

Mr. Ronald B. Dedace
HRD SEPS

List of Pre-registered Participants on the Division Virtual Teach-back of Remote Learning on the Use of MS Onenote, MS Teams, and Office 365 for Teachers

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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0920-0110
MEMORANDUM
12 September 2020

For: Regional Directors
Schools Division Superintendents
Regional Information and Technology Officers Division
Information and Technology Officers

Subject: **TEACH-BACK OF MICROSOFT EDUCATION AMBASSADORS AND TRAINERS OF REMOTE LEARNING ON THE USE OF MICROSOFT ONENOTE, MICROSOFT TEAMS & OFFICE 365**

The Information and Communications technology Service—Educational Technology Unit (ICTS-EdTech Unit) in partnership with Microsoft Philippines has successfully conducted the In-service Train the Trainer (TTT) webinar session entitled “Train the Trainers on Remote Learning Using MS Teams and Office 365” last 29-30 June 2020 and upskilling of Microsoft Education Ambassadors (MEAs) from DepEd last June 2020. The webinar session has empowered and prepared the trainers to teach and prepare their fellow teachers in cascading the effective methodology of delivering quality instructions using MS Teams and Office 365.

Each trainer is tasked to teach-back what they have learned in their own divisions, schools, and faculties by facilitating webinar sessions. Topics covered on remote learning will focus on the use of Office 365, including MS OneNote and MS Teams. The recommend training matrix is shown in Appendix 1-Training Matrix for Remote Learning.

Detailed instructions for the teach-back:

- MEAs and TTT trainers will teach-back recommended content as attached in this document as Appendix 1 – Training Matrix for Remote Learning through a webinar session hosted in MS Teams.
- Each MEA or TTT trainer is recommended to cover 30-50 attendees per session conducted. More than 50 attendees will be solely under the discretion of the trainer.
- MEAs and TTT trainers are expected to teach-back between 14 September



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Office of the Undersecretary for Administration (OUA)
(Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO))
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to 30 October 2020.

- The list of MEAs and TTT trainers can be found on Appendix 2 – List of Microsoft Education Ambassadors and Train the Trainers.
- Resources, materials, and training deck to be used can be found on the DepEd Professional Development LMS (training.deped.gov.ph)

Reporting guidelines for the teach-back:

- MEAs and TTT trainers must encode their scheduled webinars beforehand at <http://edutrack.microsoft.com>.
- MEAs and TTT trainers must submit the following details in the ICTS- EdTech Unit email address edtech@deped.gov.ph.
 - Date of webinar session
 - Total number of attendees
 - 2 to 3 screenshots of the webinar session
 - Screenshot of the encoded training in <http://edutrack.microsoft.com>
- MEAs and TTT trainers who have successfully completed the teach-back and followed the reporting guidelines will receive a Certificate of Recognition issued by DepEd ICTS– EdTech Unit and Microsoft Philippines.

For immediate and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



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