



October 10, 2019

REGIONAL MEMORANDUM
No. 617, s. 2019

IDENTIFICATION OF PARTICIPANTS FOR OFFICE 365 EMPOWERMENT TRAINING -WORKSHOPS FOR SENIOR HIGH SCHOOL TEACHERS

TO: Schools Division Superintendents
Division IT Officers
This Region

- Relative to the conduct of **Office 365 Empowerment Training-Workshops for Senior High Schools Teachers on October 21-26, 2019 (specific venue to be announced)**, Division offices are directed to submit list of participants to this activity.
- Division IT Officers** have to identify the schools where the participants will be coming from and the **School Heads** must identify senior high school teacher/s and recommend the names to the Division IT Officers.

- Below are the expected number of participants per division:

	Division	# of pax
1	Agusan del Norte	6
2	Agusan del Sur	15
3	Bayugan City	3
4	Bislig City	4
5	Butuan City	10
6	Cabadbaran City	3

	Division	# of pax
7	Dinagat Islands	11
8	Siargao Island	5
9	Surigao City	4
10	Surigao del Norte	5
11	Surigao del Sur	12
12	Tandag City	2

- Division ITO must consolidate and submit the name of their participants in **<https://tinyurl.com/O365SHSCaraga>** on or before October 15, 2019.
- Board and Lodging, meals and snacks shall be charged against **Central Office DCP Fund** while expenses like travel and per diem shall be charged to **DCP Fund 2018 (to be downloaded to the Division Office)** subject to the usual accounting and auditing rules and regulations.
- For clarification on the details of the activity please refer to the attached OUA memorandum 14-1019-0378 dated October 1, 2019 signed by Usec. Alain Del B. Pascua.
- Immediate dissemination of this memorandum is highly enjoined.

f FRANCIS CESAR B. BRINGAS, CESO V
OIC – Regional Director *pb*

ICT/mma
10/10/2019



2019-10-15380

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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 14-1019-0378
MEMORANDUM
01 October 2019

For: Regional Directors and BARMM Education Minister
Schools Division Superintendents
(I, II, III, MIMAROPA, V, VI, VIII, IX, X, XII, NCR, CAR, CARAGA, and BARMM)

Subject: OFFICE 365 EMPOWERMENT TRAINING-WORKSHOPS FOR SENIOR HIGH SCHOOL TEACHERS

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 Senior High School (SHS) Teachers** on **21-26 October 2019**. This workshop series aims to provide attendees a better understanding on the integration of O365 and various ICT tools in classroom practices for better teaching and learning outcomes.

Expected attendees, who will be grouped into six clusters, shall be SHS Teachers from regions mentioned above. Details of the activity, including requirements, clustering, travel arrangements, and other administrative notes, are attached. Other details will be disseminated as a separate advisory to be emailed to pre-registered attendees.

For any concerns, prospective attendees may contact **(02) 633-7264** (look for **Mr. Jason Ret**), or email **icts.usd@deped.gov.ph** (cc: **jason.ret@deped.gov.ph**).

For appropriate action and immediate dissemination.

ALAIN DEL B. PASCUA
Undersecretary



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)]

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Email: **usec.admin@deped.gov.ph**; Facebook/Twitter **@depedtayo**

O365 Empowerment Training-Workshops for Senior High School (SHS) Teachers

Clusters

Date: 21-26 October 2019				Date: 21-24 October 2019	
Cluster 1 Venue: Region III	Cluster 2 Venue: NCR	Cluster 3 Venue: Region V	Cluster 6 Venue: Region XII	Cluster 4 Venue: Region VI	Cluster 5 Venue: Region VIII
Region I, CAR, Region II	Region III, NCR, MIMAROPA	Region V CARAGA	Region IX, Region XII, BARMM	Region VI, Region X	Region VIII

Attendees

1. Target attendees to this event are Public Senior High School (SHS) Teachers.
2. Each Schools Division Office (SDO) shall shortlist a definite number of SHS teachers, who shall be identified by their school heads to attend the event.
 - a. Allotted number of attendees per SDO is based on the SDO's size.
 - b. See *Attachment B* for the allotment of slots per SDO.
 - c. Regional Offices (RO) must send a consolidated list of attendees from their regions to **icts.usd@deped.gov.ph** on or before **7 October, 11:59 PM**.
3. 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 IT Officer.
 - d. Willingness to cascade all knowledge acquired from this event and offer technical assistance to their division- and school-based colleagues on the use of O365 apps

Pre-registration

1. **Only SHS teachers shortlisted by their SDOs are authorized to pre-register.**
2. **Attendees MUST register as soon as they receive authorization from their school heads and their SDO to attend this event.**
3. Attendees must fill out the online registration form.
 - a. Scan the QR code beside this paragraph; or
 - b. Log on to **<http://bit.ly/TrainingWorkshops-SHSTeachers>** and access the form from a web browser.
4. 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.
5. The cut-off for pre-registration is on **15 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.



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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. Check-in starts at **02:00 PM** of **21 October**; latest check-out is at **12:00 PM** of **26 October**.
 - a. For Regions VI and VIII, check-in starts on **22 October**, and latest check-out is on **24 October**.
 - b. Attendees in these clusters who will come from far-flung areas may check in on **21 October** and check out on **25 October** (limited slots available).
3. First meal service starts with **dinner** for those who will check in on **21 October**; last meal service shall be **lunch** for those who will check out on **26 October**.
 - a. Meal services for Regions VI and VIII start with **breakfast** on **22 October** and end with **dinner** on **24 October**.
 - b. Those who checked in on **21 October** will have **dinner** as first meal service, and **lunch** on **25 October** as last meal service.
4. 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 2018 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.



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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 (except for Region III with **two**, and NCR with **three**) 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.**



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Number of Allotted Slots per Division

Cluster 1	Region I				CAR			
	Alaminos City	1	Laoag City	2	Abra	9	Ifugao	3
	Batac City	2	Pangasinan I	30	Apayao	3	Kalinga	4
	Candon City	2	Pangasinan II	18	Baguio City	5	Mountain Province	11
	Dagupan City	2	San Carlos City	3	Benguet	20	Tabuk City	5
	Ilocos Norte	17	San Fernando City	2	Region II			
	Ilocos Sur	10	Urdaneta City	3	Batanes	15	Nueva Vizcaya	5
	La Union	6	Vigan City	2	Cagayan	12	Quirino	3
					Cauayan City	3	Santiago City	2
					City of Ilagan	4	Tuguegarao City	3
					Isabela	13		
Cluster 2	Region III				NCR			
	Angeles City	3	Meycauayan City	2	Caloocan City	28	Muntinlupa City	10
	Aurora	5	Nueva Ecija	8	City of San Juan	2	Navotas City	8
	Balanga City	1	Olongapo City	2	Las Piñas City	8	Paranaque City	10
	Bataan	8	Pampanga	15	Makati City	13	Pasay City	9
	Bulacan	22	San Jose City	2	Malabon City	15	Pasig City	13
	Cabanatuan City	2	San Jose del Monte City	3	Mandaluyong City	8	Quezon City	45
	City of San Fernando	2	Science City of Munoz	2	City of Manila	33	Taguig City and Pateros	16
	Gapan City	3	Tarlac City	3	Marikina City	8	Valenzuela City	24
	Mabalacat City	2	Tarlac Province	12				
	Malolos City	2	Zambales	11				
	MIMAROPA							
	Calapan City	3	Marinduque	2	Occidental Mindoro	6	Oriental Mindoro	13
	Palawan	10	Puerto Princesa City	2	Romblon	4		
Cluster 3	Region V				CARAGA			
	Albay	7	Masbate City	1	Agusan del Norte	6	Dinagat Island	11
	Camarines Norte	10	Masbate Province	8	Agusan del Sur	15	Siargao Island	5
	Camarines Sur	32	Naga City	3	Bayugan City	3	Surigao City	4
	Catanduanes	12	Sorsogon City	4	Bislig City	4	Surigao del Norte	5
	Iriga City	4	Sorsogon Province	12	Butuan City	10	Surigao del Sur	12
	Legazpi City	4	Tabaco City	2	Cabadbaran City	3	Tandag City	2
	Ligao City	1						

