



Republic of the Philippines
Department of Education
CARAGA REGION



June 14, 2021

REGIONAL MEMORANDUM
No. 399, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
Division IT Officers
School ICT Coordinators
This Region

**ORIENTATION ON MICROSOFT O365 ACCOUNT DISTRIBUTION
FOR LEARNERS**

1. DepEd Caraga Regional Office in partnership with Microsoft Philippines will be conducting an orientation on Microsoft Office 365 account Distribution for Learners on June 17, 2021 at 1 PM – 4 PM. The participants of this activity are the Division IT Officers and the School ICT Coordinators.
2. The main objective of this activity is to orient Division IT Officers and the School ICT coordinators on the distribution process of O365 accounts for learners.
3. Schools Division Superintendents are advised to require their Division ITOs and School ICT Coordinators to participate in this activity. Division ITOs should facilitate the attendance of their School ICT Coordinators through MS Teams. The link will be provided to School ICT Coordinator thru their Division IT Officers.
4. Immediate dissemination of this memorandum is desired.


EVELYN R. FETALVERO, CESO IV
Director IV 

Encl/s.: NONE
Reference/s: NONE
To be indicated in the Perpetual Index
under the following subjects:

INFORMATION TECHNOLOGY

MICROSOFT ACCOUNT

OFFICE 365

ICTU/mma
06/14/2021



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