



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division
Superintendent

21 DEC 2021

DIVISION MEMORANDUM

No. 1045, s. 2021

**CAPACITY BUILDING ON THE USE OF MICROSOFT TEAMS
FOR SSG AND SPG DISTRICT COORDINATORS**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public Schools District Supervisors
District SSG/SPG Coordinators
All Others Concerned

1. This is to inform those who are concerned that the Youth Formation Program of DepEd Negros Oriental is conducting a capacity building on the use of Microsoft teams for SSG and SPG district coordinators this December 21-23, 2021, 8am-5pm.
2. It is necessary to equip our educators with the necessary skills to adapt with technology. This activity aims to capacitate the SSG/SPG district coordinators on the use of Microsoft Teams to help them in the efficient implementation of student government activities.
3. Participants shall bring their own laptop (with installed MS Teams), extension wires and prepaid router. Participants to this activity are the district SSG and SPG coordinators. Venue will be announced soon.
4. Proper health protocols shall be observed. Participants must wear face mask, and face shield.
5. Meals, travel, and other incidental expenses incurred are chargeable against the YFP Program Support Funds, and local/school/division MOOE subject to the usual accounting and auditing rules and regulations.
6. For information and dissemination.

PPaulin 12/15/21

SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

SPP/MKP-JMA-NLR/SGOD/RBP/gbk
December 9, 2021

[Signature]



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