



Republic of the Philippines  
**Department of Education**  
 REGION VII – CENTRAL VISAYAS  
 Schools Division of negros oriental

Office of the Schools Division Superintendent

DIVISION MEMORANDUM  
 No. 199, s. 2021

18 MAR 2021

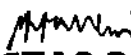
**DREAM TEAMS – A MICROSOFT TEAMS ADOPTION CARAVAN**

To: Assistant Schools Division Superintendents  
 Chiefs, CID and SGOD  
 Education Program Supervisors  
 Public Schools District Supervisors/ DICs  
 Elementary and Secondary School Heads  
 Section Heads  
 All Others Concerned

1. This Office disseminates OUA Memo 00-0321-0117 titled **“DREAM TEAMS -A MICROSOFT TEAMS ADOPTION CARAVAN”**
2. Below are the following schedules and number of allocated slots of participants per session:

DATE	8:00 - 9:30 AM Session	1:00 - 2:30 PM Session
March 18, 2021	35 Non-teaching Personnel	35 Teaching Personnel
March 25, 2021	35 Non-teaching Personnel	35 Teaching Personnel
April 8, 2021	35 Non-teaching Personnel	35 Teaching Personnel
April 16, 2021	35 Non-teaching Personnel	35 Teaching Personnel

3. There will be new set of participants per day and per session who will attend this activity for a maximum of 2 hours only.
4. District ITOs are requested to send the list of participants via MS Teams **on or before March 17, 2021 at 12 NN**. The meeting link per session will be sent to each registered participant’s email address.
5. For more information, kindly refer to attached OUA MEMORANDUM.
6. Immediate dissemination and compliance to this Division Memorandum is enjoined.

  
**SENEN PRISCILLO P. PAULIN, CESO V**  
 Schools Division Superintendent  
 3/17/2021

SPP/OSDS-ICT/RVG/gac





Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
 Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644  
 Email Address: negros.oriental@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS

Office of the Regional Director

MAR 16 2021

REGIONAL MEMORANDUM

No. **0175** , s. 2021

**DREAM TEAMS - A MICROSOFT TEAMS ADOPTION CARAVAN**

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS  
 ALL CONCERNED

1. This Office disseminates OUA Memo 00-0321-0117 titled "**DREAM TEAMS - A MICROSOFT TEAMS ADOPTION CARAVAN**".
2. Each Schools Division Office is requested to send a list of participants based on the allocation as shown below. There will be new set of participants per session. In effect, each participant will only be attending this activity for maximum of 2 hours only.

Division (R7-1)	18-Mar		25-Mar		8-Apr		16-Apr	
	Non-Teaching (8:00-9:30 AM Session)	Teaching (1:00-2:30 PM Session)	Non-Teaching (8:00-9:30 AM Session)	Teaching (1:00-2:30 PM Session)	Non-Teaching (8:00-9:30 AM Session)	Teaching (1:00-2:30 PM Session)	Non-Teaching (8:00-9:30 AM Session)	Teaching (1:00-2:30 PM Session)
Bais	30	30	30	30	30	30	30	30
Bayawan	30	30	30	30	30	30	30	30
Bohol	45	45	45	45	45	45	45	45
Dumaguete	30	30	30	30	30	30	30	30
Guihulngan	30	30	30	30	30	30	30	30
Negros	35	35	35	35	35	35	35	35
Siquijor	30	30	30	30	30	30	30	30
Tagbi	30	30	30	30	30	30	30	30
Tanjay	30	30	30	30	30	30	30	30
<b>TOTAL R7-1</b>	<b>290</b>	<b>290</b>	<b>290</b>	<b>290</b>	<b>290</b>	<b>290</b>	<b>290</b>	<b>290</b>
	18-Mar		25-Mar		8-Apr		16-Apr	



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
 Telephone Nos.: (032) 231-1433; (032) 414-7399  
 Email Address: region7@deped.gov.ph

Division (R7-2)	Non-Teaching (10:00-11:30 AM Session)	Teaching (3:00-4:30 PM Session)	Non-Teaching (10:00-11:30 AM Session)	Teaching (3:00-4:30 PM Session)	Non-Teaching (10:00-11:30 AM Session)	Teaching (3:00-4:30 PM Session)	Non-Teaching (10:00-11:30 AM Session)	Teaching (3:00-4:30 PM Session)
Bogo	25	25	25	25	25	25	25	25
Carcar	25	25	25	25	25	25	25	25
Cebu	65	65	65	65	65	65	65	65
Cebu City	25	25	25	25	25	25	25	25
City of Naga	25	25	25	25	25	25	25	25
Danao	25	25	25	25	25	25	25	25
Lapu-lapu	25	25	25	25	25	25	25	25
Mandaue	25	25	25	25	25	25	25	25
Talisay	25	25	25	25	25	25	25	25
Toledo	25	25	25	25	25	25	25	25
<b>TOTAL R7-2</b>	<b>290</b>	<b>290</b>	<b>290</b>	<b>290</b>	<b>290</b>	<b>290</b>	<b>290</b>	<b>290</b>

3. Division IT Officers are requested to send the list of participants **on or before March 17 at 12NN** using the prescribed template to the Regional ITO. The meeting link per session will be sent to each registered participant's email address.
4. Attached is the OUA memo for further details. For questions and clarifications, please contact the Regional ITO.
5. Immediate dissemination and compliance with this Memorandum is required.



**SALUSTIANO T. JIMENEZ, JD, EdD, CESO V**  
 Director IV  
 Office of the Regional Director



OUA000-0321-0113  
To authenticate the document,  
please scan the QR Code.



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0321-0117**

**MEMORANDUM**

12 March 2021

**For: Undersecretaries and Assistant Secretaries  
Central Office Bureau and Service Directors  
Regional Directors  
(Regions IV-A, VI, VII, VIII and CAR)  
Schools Division Superintendents  
Public School Heads  
All Others Concerned**

**Subject: DREAM TEAMS – A MICROSOFT TEAMS ADOPTION CARAVAN**

With the goal of fully implementing the use of Microsoft Teams as the official collaboration platform of the Department of Education (DepEd), the Information and Communications Technology Service – User Support Division (ICTS-USD), together with the Educational Technology Unit (EdTech) and in partnership with Microsoft Philippines, Inc., will hold a virtual adoption caravan titled ***Dream Teams – A Microsoft Teams Adoption Caravan*** from 18 March to 22 April 2021. This activity aims to demonstrate how the application is an integral part of daily work, a booster of productivity and a centralized hub for communication and collaboration.

The activity which will be conducted through **Microsoft Teams** aims to

1. encourage the activation of Office 365 accounts for teaching and non-teaching personnel of DepEd;
2. support the migration to Microsoft Teams as the official platform for communication; and
3. provide basic capacity building on Microsoft Teams and Office 365.

For more information on this activity, kindly refer to Annexes A and B. For any questions and concerns on the above-mentioned subject, the non-teaching and teaching-related personnel may email [icts.usd@deped.gov.ph](mailto:icts.usd@deped.gov.ph) (cc: [manuel.pascual002@deped.gov.ph](mailto:manuel.pascual002@deped.gov.ph)). Likewise, the teaching personnel may email [edtech@deped.gov.ph](mailto:edtech@deped.gov.ph).

For immediate dissemination and appropriate action.

  
**ALAIN DEL S. PASCUA**  
Undersecretary



Scan this QR Code to view  
Videos and Magazines  
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; Tet: (+632) 86337203, (+632) 86376207  
Email: [usec.admin@deped.gov.ph](mailto:usec.admin@deped.gov.ph); Facebook/Twitter @depedtayo

**Annex A**

**Dream Teams – A Microsoft Teams Adoption Caravan**

**About the Sessions**

1. The sessions aim to:
  - a. encourage the activation of Office 365 accounts for teaching and non-teaching personnel of DepEd;
  - b. support the migration to Microsoft Teams as the official platform for communication; and
  - c. provide basic capacity building on Microsoft Teams and Office 365.
2. **This is a series of informal discussions, not a training or a technical workshop.**
3. Each session is estimated to be 2 hours long.
4. There will be no more than 290 participants per session.
5. Participants shall be grouped according to their specific region and tenant.
6. All sessions will be delivered remotely through **Microsoft Teams**.
7. An email invite with the session link will be sent to identified participants before their designated session.
8. During activities, tokens will be awarded to participants, if applicable.

**Responsibilities**

	<b>USD Office</b>	<b>Regional IT officers</b>	<b>Microsoft &amp; Partner</b>
<b>Pre-event</b>	<ul style="list-style-type: none"> <li>• Provision of memorandum for the event.</li> <li>• Cascading of signed memorandum to the involved Regions</li> </ul>	<ul style="list-style-type: none"> <li>• Dissemination of regional memorandum to the respective Schools Division Offices (SDOs)</li> <li>• Allocation of 290 slots per session</li> <li>• Determine participating SDOs for every session.</li> <li>• Management of participants' registration</li> </ul>	<ul style="list-style-type: none"> <li>• Assistance to Regional Information Technology Offices (ITOs) for the registration</li> </ul>
<b>During the event</b>	<ul style="list-style-type: none"> <li>• 1 USD personnel per session to assist and support participants</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring of event</li> <li>• Ensure attendance of participants from respective SDOs.</li> </ul>	<ul style="list-style-type: none"> <li>• Hosting of Teams Meeting per session</li> <li>• Overall facilitation of caravan</li> </ul>



## Requirements for Participants

- I. The Central Office (CO), Regional Offices (ROs) and SDOs should identify participants for these sessions. See the **Schedules and Designated Participants** section for schedules of sessions and target participant groups per session.
- II. Designated participants must fulfill the following requirements:
  - A. belong in the region and tenant listed in the **Schedules** section of this document, and
  - B. have an **active DepEd email account and Microsoft 365 account** (for DepEd personnel).
    1. Prospective participants should contact the following offices/personnel for further assistance on acquiring access to their M365 account:
      - a. CO: ICTS-Solutions Development Division at support.email@depd.gov.ph
      - b. RO: Regional IT Officer
      - c. SDO and School: Division IT Officer
- III. **For CO personnel**, upon designation of their head of office, selected participants should log on to <http://bit.ly/DepEdMSEducationCaravan> and fill-out the online form not later than 17 March 2021.

As for the **participants from ROs and SDOs**, registration links will be provided by their respective ITOs prior to their identified schedules.

- A. Participants must already have their Microsoft 365 accounts to be able to fill out the form.
  - B. Entries to the form shall be considered as basis for designation of participants to their respective sessions.
  - C. Considering the attendee limit for each sessions, participants will be designated to their sessions on a **first-come, first-served basis**.
- IV. An invitation shall be sent to selected participants' **registered email addresses** before their assigned Teams session.

## Agenda

Topics	Duration
Opening Activities	30 mins
Health/Wellness Sessions via MS Teams	20 mins
Discussion: Effective work using MS Teams	40 mins
Question & Answer (Q & A)	10 mins
Games & Closing	10 mins



**Annex B**

**Schedules**

	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>
	18-Mar (Thu)	19-Mar (Fri)	22-Mar (Mon)	23-Mar (Tue)	24-Mar (Wed)
<b>NON-TEACHING &amp; TEACHING-RELATED</b>					
8AM – 9:30 a.m.	Tenant: R7-1	Tenant: R6-1	Tenant: R8	Tenant: R4A-2	Tenant: CAR
10AM – 11:30 a.m.	Tenant: R7-2	Tenant: R6-2	Tenant: R4A-1	Tenant: R4A-3	--
<b>TEACHING</b>					
1PM – 2:30 p.m.	Tenant: R7-1	Tenant: R6-1	Tenant: R8	Tenant: R4A-2	Tenant: CAR
3PM – 4:30 p.m.	Tenant: R7-2	Tenant: R6-2	Tenant: R4A-1	Tenant: R4A-3	--
	<b>Day 6</b>	<b>Day 7</b>	<b>Day 8</b>	<b>Day 9</b>	<b>Day 10</b>
	25-Mar (Thu)	26-Mar (Fri)	5-Apr (Mon)	6-Apr (Tue)	7-Apr (Wed)
<b>NON-TEACHING &amp; TEACHING-RELATED</b>					
8AM – 9:30 a.m.	Tenant: R7-1	Tenant: R6-1	Tenant: R8	Tenant: R4A-2	Tenant: CAR
10AM – 11:30 a.m.	Tenant: R7-2	Tenant: R6-2	Tenant: R4A-1	Tenant: R4A-3	--
<b>TEACHING</b>					
1PM – 2:30 p.m.	Tenant: R7-1	Tenant: R6-1	Tenant: R8	Tenant: R4A-2	Tenant: CAR
3PM – 4:30 p.m.	Tenant: R7-2	Tenant: R6-2	Tenant: R4A-1	Tenant: R4A-3	--



	Day 11	Day 12	Day 13	Day 14	Day 15
	8-Apr (Thu)	12-Apr (Mon)	13-Apr (Tue)	14-Apr (Wed)	15-Apr (Thu)
<b>NON-TEACHING &amp; TEACHING-RELATED</b>					
8AM – 9:30 a.m.	Tenant: R7-1	Tenant: R6-1	Tenant: R8	Tenant: R4A-2	Tenant: CAR
10AM – 11:30 a.m.	Tenant: R7-2	Tenant: R6-2	Tenant: R4A-1	Tenant: R4A-3	--
<b>TEACHING</b>					
1PM – 2:30PM	Tenant: R7-1	Tenant: R6-1	Tenant: R8	Tenant: R4A-2	Tenant: CAR
3PM – 4:30PM	Tenant: R7-2	Tenant: R6-2	Tenant: R4A-1	Tenant: R4A-3	--

	Day 16	Day 17	Day 18	Day 19	Day 20
	16-Apr (Fri)	19-Apr (Mon)	20-Apr (Tue)	21-Apr (Wed)	22-Apr (Thu)
<b>NON-TEACHING &amp; TEACHING-RELATED</b>					
8AM – 9:30 a.m.	Tenant: R7-1	Tenant: R6-1	Tenant: R8	Tenant: R4A-2	Tenant: CAR
10AM – 11:30 a.m.	Tenant: R7-2	Tenant: R6-2	Tenant: R4A-1	Tenant: R4A-3	Tenant: CENTRAL
<b>TEACHING</b>					
1PM – 2:30PM	Tenant: R7-1	Tenant: R6-1	Tenant: R8	Tenant: R4A-2	Tenant: CAR
3PM – 4:30PM	Tenant: R7-2	Tenant: R6-2	Tenant: R4A-1	Tenant: R4A-3	Tenant: CENTRAL

