



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. 200 , s. 2021

08 MAR 2021

MICROSOFT 365 SCENARIO DISCOVERY WORKSHOPS

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. The Department of Education (DepEd), Information and Communications Technology Service – User Support Division (ICTS-USD), in partnership with Microsoft Philippines, Inc., will hold series of Focused-Group Discussion (FGDs) titled **Microsoft 365 Scenario Discovery Workshops** from March 18 to April 15, 2021 which will be conducted online through **Microsoft Teams**.
2. Participants are as follows:

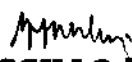
SDO Participants	School Participants
SGOD	
- HRDD	
- EFS	
- PIO	
- Health Section	School Health
- SEPS-Planning and Research	
- PDO II- DRRM	School DRR Coordinator
- SOC. MOB	
Records Officer	School Registrar
Supply Officer	School Custodian
PSU	
ITO	School ICT Coordinator
Legal Unit	
Finance Section (Accounting, Cash, Budget Officer)	Bookkeeper, Disbursing Officer
CID	
- EPS-LR	
- PDO II	



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 Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
 Email Address: negros.oriental@deped.gov.ph

- Library Hub	School Librarian
- EPS-ALS	ALS Mobile Teacher
- EPS II	

3. If you are not under the said offices but perform roles similar to those listed, select those roles in the registration form.
4. Eligible participants should register online with this link: <http://bit.ly/DepEdACMWorkshop>.
5. For more information, kindly refer to Annexes A and B of the attached MEMORANDUM.
6. Immediate dissemination and compliance to this Division Memorandum is enjoined.


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



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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0321-0122

MEMORANDUM

10 March 2021

**For: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors and BARMM Education Minister
Schools Division Superintendents
Public School Heads
All Others Concerned**

Subject: MICROSOFT 365 SCENARIO DISCOVERY WORKSHOPS

With the goal of fully implementing the adoption of Microsoft 365 in the Department of Education (DepEd), the Information and Communications Technology Service – User Support Division (ICTS-USD), in partnership with Microsoft Philippines, Inc., will hold a series of Focused-Group Discussions (FGDs) titled **Microsoft 365 Scenario Discovery Workshops** from 18 March to 15 April 2021.

The FGDs, which shall be conducted online through **Microsoft Teams**, aim to provide participants with an understanding of Microsoft 365 productivity and collaboration tools and give them the opportunity to design new ways of working at DepEd in the future.

For more information on this activity, kindly refer to Annexes A and B. For any questions and concerns, please email ICTS-USD at icts.usd@deped.gov.ph (cc: gerard.atienza@deped.gov.ph) or contact Mr. Gerard Joseph Atienza through 0927 085 4848 from 8:00 a.m. to 5:30 p.m.

For immediate dissemination and appropriate action.

ALAIN DEL B. PASCUA
Undersecretary



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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 (BLSS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO))

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Annex A

Microsoft 365 Scenario Discovery Workshops

About the Sessions

1. The goal of the workshop series is to provide participants with an understanding of Microsoft 365 productivity and collaboration tools and give them the opportunity to design new ways of working in DepEd in the future.
2. **This is a series of focused-group discussion sessions. No training or technical discussions will be conducted throughout these sessions.**
3. Each workshop session will be 2½ hours long with a 10-minute break.
4. There will be **no more than 20 participants** per session.
5. Participants shall be grouped according to work function regardless of region or division.
6. All sessions will be delivered remotely through **Microsoft Teams**.
7. An email invite will be sent to identified participants a few days before their designated session.

Requirements for Participants

1. The Central Office (CO), Regional Offices (ROs), and Schools Division Offices (SDOs) should identify participants to this workshop series.
 - A. See **Annex B** for schedules and target participant groups per session.
2. Designated participants must fulfill the following requirements:
 - A. belong in the strand, category, classification, or role listed in **Annex B**, 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@deped.gov.ph
 - b. RO: Regional IT Officer
 - c. SDO and School: Division IT Officer
3. Upon designation by their RO, SDO, or head of office, the participants should log on to <http://bit.ly/DepEdACMWorkshop> and fill out the online form **not later than 16 March 2021**.
 - A. Participants must already have their M365 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 session, participants will be designated to their sessions on a **first-come, first-served basis**.
4. An invitation shall be sent to selected participants' **registered email addresses** at least a day before their assigned session.



Annex B

Schedules and Designated Participants

Notes:

1. The sessions will be delivered by Microsoft.
2. The offices listed below are suggested offices that are eligible to participate in their respective sessions. If you are not under the said offices but perform roles similar to those listed below, select those roles in the registration form.
3. Extra sessions may be scheduled for specific target groups on **3 - 15 April 2021**, if needed.

3/18/2021	Session 1: Training, Learning, and Development (BHROD, HRDD, NEAP, RO HRDD, SDO HRDD) ✓	Session 1: Administration and Facilities (GSD, ESSD, SGOD)
3/19/2021	No Session	Session 1: Public Affairs (PAS, Public Information Unit, Records, SDO RO, School Registrar) ✓
3/22/2021	Session 1: School Health ✓ (Doctors, Nurses, Dentists, Dental Aides, HEPOs)	Session 1: Asset Management (AMD, RO/SDO Supply Officer, School Custodian)
3/23/2021	Session 1: Payroll, Welfare, and Benefits (Personnel, EWD, RPSU)	Policy, Planning, and Research ✓ (PS, PPRD, PRS, SDO DPO, SDO SEPS)
3/24/2021	Session 1: ICT (Regional ITOs ✓ with Division ITOs)	No Session
3/25/2021	Session 1: Legal Services, Records ✓	No Session
3/26/2021	Session 1: Disaster Risk Reduction Management (RO DR, DO PDO-DR, SGOD - Soc. Mob, School DRR Coordinator) ✓	No Session
3/29/2021	Session 1: ICT (Division ITOs with School ICT Coordinators) ✓ Session 2: Curriculum and Instruction (BCD, BLD, CLMD, CID) ✓	Session 1: Learning Resources (BLR Manila, BLR Cebu, CLMD, SDO EPS-LR, SDO PDO II, School Librarian, Library Hub) ✓ Session 2: Alternative Learning System (ALS Task Force, SDO EPS-ALS, Education Program Specialist II - ALS, Mobile Teacher) ✓
3/30/2021	Session 1: Finance (Accounting, Cash, Budget, School Bookkeeper/Disbursing Officer) Session 2: Training Facilities (BTC, RELC)	Session 1: Executive Assistants/Personnel from CO ODIR, EXECOM, and RD/SDS Proper



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