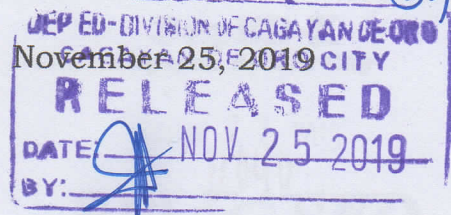


Republic of the Philippines
Department of Education
Region X
CAGAYAN DE ORO CITY DIVISION

Fr. William F. Masterson, S.J. Avenue,
Brgy. Upper Balulang, Cagayan de Oro City, 9000 Philippines



Memorandum to:

JAMES ROBERTO Z. SIJO
I.T. Officer I

PARTICIPATION IN THE OFFICE 365 EMPOWERMENT TRAINING-WORKSHOP FOR DEPED IT OFFICERS

1. Relative to Regional Memorandum No. 755, s. 2019, re: Participation in the Office 365 Empowerment Training-Workshop for DepEd I.T. Officers, you are hereby directed to attend the said training at Hotel Koresco, Pueblo de Oro Golf Estates, Masterson Avenue, Cagayan de Oro City on November 24-30, 2019.
2. Meals and accommodation shall be shouldered by ICTS while traveling expenses of participant shall be charged to the office's local funds/DCP Funds, subject to the usual accounting and auditing rules.
3. For information and compliance.

FOR:
CHERRY MAE L. LIMBACO
Schools Division Superintendent

To be indicated in the perpetual index
under the following subjects:

O365



November 22 2019

REGIONAL MEMORANDUM

No. 755, s. 2019

DepED-X
Cagayan de Oro City

NOV 22 2019
11040

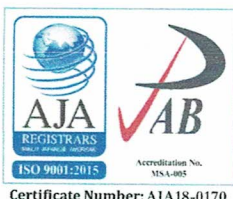
RELEASED

**PARTICIPATION IN THE OFFICE 365 EMPOWERMENT
TRAINING-WORKSHOP FOR DEPED IT OFFICERS**

To: Schools Division Superintendents
All others concerned
This Region

1. The Department of Education, through the Information and Communications Technology Service (ICTS), will hold the Office 365 Empowerment Training Workshop for DepEd I.T. Officers Cluster 4 at Hotel Koresco, Pueblo de Oro Golf Estates, Masterson Ave., Cagayan de Oro City, on November 24-30, 2019.
2. The identified DepEd Region X participants for the workshop are as follows:

Division	Name
Regional Office	Elson C. Jamero
Regional Office	Ralph Simon Mabulay
Regional Office	Fatima E. Villaremo
Bukidnon	Daryl Rhey Macario
Camiguin	Audie Enguito
Cagayan de Oro City	James Sijo
El Salvador City	Sherrie Rayos-Dungog
Gingoog City	Renel Jay Quirit
Iligan City	Cesar Bastida
Lanao del Norte	Florderick Velarde
Malaybalay City	Paul Arias
Misamis Occidental	Valerie Anne Inton
Misamis Oriental	Freddiejun Delig
Oroquieta City	Argie Lumasag
Ozamiz City	Reggie Cathedral
Tangub City	Alden Antonio
Valencia City	Moises Bacasma



Certificate Number: AJA18-0170

The LEARNER: The heart of DepEd Region X.

3. Meals and accommodation shall be shouldered by ICTS while travel expenses of participants shall be charged to their respective office's local funds/DCP funds, subject to the usual accounting and auditing rules.

4. All participants are advised to register at:
<http://deped.in/o365mindanao>.

5. For additional information on the summit, please contact Elson C. Jamero, Information Technology Officer I, DepEd Region X, at elson.jamero@deped.gov.ph

6. The following documents are enclosed for your ready reference:

Enclosure 1: Office 365 Empowerment Training Workshop for
DepEd IT Officers

Enclosure 2: Advisory on Change of Date

7. Immediate and wide dissemination of this Memorandum is desired.



DR. ARTURO B. BAYOCOT, CESO III
Regional Director

To be indicated in the Perpetual Index
under the following subject

ICT O365 Workshop

* Office 365 Empowerment Training Workshops for DepEd I.T. Officers Cluster 4

ICT/mabulay



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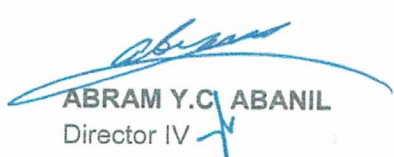
Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
Pasig City, Philippines

0630-2019

Office of the Director

MEMORANDUM

For : Regional Directors and BARMM Education Minister
Schools Division Superintendents
Regional and Division Information Technology Officers

From : 
ABRAM Y.C. ABANIL
Director IV

Program / Activity : MICROSOFT OFFICE 365 (O365) EMPOWERMENT
PROGRAM FOR DEPARTMENT OF EDUCATION
O365 EMPOWERMENT TRAINING-WORKSHOP
FOR DEPED IT OFFICERS

Subject : ADVISORY ON CHANGE OF DATE

Date : 30 October 2019

This pertains in the stated date on the OUA memorandum number 14-1019-0377 (as attached of said memorandum). Please be advised that there will be changes on the date of the said activity, please see details below:

Participants	FROM	TO
Cluster IX, X, XI, XII, XIII, BARMM	November 17-23, 2019	November 24-30, 2019
Venue: Region X		

All other details of the activity remain as previously advised.

For questions, clarifications and other concerns, please email **Mr. Jason Joseph Ret** at jason.ret@deped.gov.ph or landline number (02) 8633 7264.

For your guidance. Thank you



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0466-2019



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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OJA MEMO 14-1019-0377
MEMORANDUM
1 October 2019

For: **Regional Directors and BARMM Education Minister
Schools Division Superintendents
Regional and Division Information Technology Officers**

Subject: **OFFICE 365 EMPOWERMENT TRAINING-WORKSHOPS FOR
DEPED IT OFFICERS**

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 DepEd IT Officers (ITO)**.

Expected attendees, who will be grouped into four clusters, shall be Regional ICT Unit personnel and Division ITOs. Those who have already attended the O365 event held on 23-29 June 2019 at Makati City are not expected to attend this event due to the similarity of content between both events. Details on this event, 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 E. PASCUA
Undersecretary



Scan this QR Code to view
Videos and Magazines
of Major Programs



Office of the Undersecretary for Administration (OJA)

[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; Tel: +6326337203, +6326376207
Email: **usec.admin@deped.gov.ph**; Facebook/Twitter **@depedtayo**

Office 365 (O365) Empowerment Training-Workshops for DepEd Information Technology Officers (ITO)

Clusters

Cluster 1 13-19 October 2019 Venue: Region V	Cluster 2 13-19 October 2019 Venue: Region VIII	Cluster 3 20-26 October 2019 Venue: Region I	Cluster 4 Venue and dates to be announced
NCR, CALABARZON MIMAROPA, Region V	Region VI, Region VII Region VIII	Region I, CAR Region II, Region III	Region IX, Region X Region XI, Region XII CARAGA, BARMM

Attendees

1. Target attendees to this workshop series are **DepEd Regional ICT Unit (ICTU) personnel** and **Division Information Technology Officers (ITO)**.
 - a. These personnel should not have attended the **O365 workshop** held on **23-29 June 2019** at **Tiara Oriental Hotel, Makati City**, as content of both events is similar.
 - b. Regional ICTU personnel and Division ITOs who have already attended the June event are not expected to attend this event.
 - c. Regional Offices (RO) may designate the Regional ITO, the Computer Programmer, or the Computer Maintenance Technologist to attend the event.
2. A prospective attendee must meet the following qualifications:
 - a. Proficiency in using basic Microsoft Office apps (Word, Excel, PowerPoint); prior knowledge and/or usage of O365 apps is an advantage but not a requirement.
 - b. Access to **their official** DepEd email address
 - i. Email accounts **MUST** be **individual**.
 - ii. Accounts not in the deped.gov.ph domain are **NOT ALLOWED**.
 - iii. For any issues concerning access to DepEd email, contact ICTS at **support.email@deped.gov.ph (for ITOs' use only)**.
 - c. Willingness to cascade all knowledge acquired from this event and offer technical assistance to their region- and division-based colleagues on the use of O365 apps

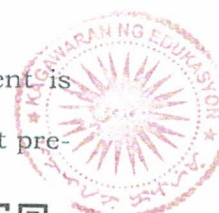
Pre-registration

1. Attendees **MUST** register as soon as they receive authorization from their ROs and SDOs to attend this event.
2. All shortlisted attendees **MUST** pre-register using the online registration form.
 - a. Scan the QR code beside this paragraph; or
 - b. Log on to **<https://bit.ly/Office365-ITOfficers>** from your Web browser.
3. 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.
4. The cut-off for pre-registration is **three days before the start of each cluster**.
 - a. After said cut-off, online registration will be **CLOSED**.
 - b. **No new requests for pre-registration will be accepted after the cut-off passes**; requests for replacement will only be entertained during the event.



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.



Guidelines for Organizers

Designation of Organizers per Cluster

1. Each cluster shall be assigned a team of organizers, whose members will come from both the Central Office (CO) and the host region.
 - a. **Two members from the ICTS-USD** and **two members from the host region** are needed.

Board & Lodging and Travel Arrangements for Organizers

1. Organizers will be checked in to and be staying at the same hotel/s housing the attendees.
2. Travel expenses of organizers shall be charged to local funds.

Duties and Responsibilities of Organizers

1. Coordinate with venue/s and hotel/s in ensuring that they are available and ready before the event starts
2. Facilitate (and assist if necessary) the ingress of the venue/s, including:
 - a. Checking on technical and logistic requirements, ensuring that these are complied with
 - b. Coordinating with hotel front desks and validating room requirements
 - c. Preparing and setting up of registration areas
3. Check if the following logistic requirements are operational, coordinating with venue management if these requirements are missing or malfunctioning, or whenever necessary:
 - a. Audio-visual systems (sound system, projector/s, and screen/s, etc.)
 - b. Venue lighting and ventilation
 - c. Electrical systems (power strips, extension cords, etc.)
 - d. Internet connectivity
 - e. Safety and security matters
4. Prepare attendance sheets and other materials needed (whenever applicable):
 - a. Workshop stationery and/or kits (pens, papers, bags, etc.)
 - b. Badges and lanyards
 - c. Miscellaneous forms (concern slips, consent forms, etc.)
5. Prepare event materials and kits
6. Assist in addressing *technical* concerns from attendees (if capable and only when necessary)
7. Aid with the following:
 - a. Onsite registration (including that for walk-in and substitute attendees)
 - b. Resolution of O365 accounts
 - c. Preparation and distribution of certificates
 - d. Processing of attendance sheets, concern slips, etc. (including consolidation, reproduction, and encoding, whichever is needed)
8. Assist with finding the owners of any items that may be misplaced or left in the venue
9. Ensure that proper egress procedures are followed, including accounting for all event supplies and equipment at the end of each event day *and* at the end of the event
10. Perform other event-related tasks as the need arises



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