



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM 2020-3-163
DEPED MALAYBALAY CITY DIVISION
RELEASED
MAR: 3 11 2020
BY: [Signature]

DIVISION MEMORANDUM

No. 163 s. 2020

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Principals
All Others Concerned
THIS DIVISION

From: **VICTORIA V. GAZO, Ph.D. CESO V**
Schools Division Superintendent

Subject: **ONLINE MANAGEMENT COMMITTEE MEETING THROUGH DEPED
MICROSOFT 365 TEAMS PLATFORM**

Date: March 30, 2020

1. Pursuant to Executive Order No. 83 of the City Government of Malaybalay, implementing the Enhance Community Quarantine effective March 26, 2020 up to April 15, 2020 requiring the stringent implementation of the precautionary measures against the spread of COVID-19 and the DepED Memorandum No. 42, s. 2020 on Social Distancing Measures for the Remainder of the School Year 2019-2020, you are being reminded that being an employee of DepED, we are expected to serve as model in the adherence to and implementation of the precautionary measures against the spread of COVID-19 while we perform our tasks in the school, office and the community.

2. Alongside these matters is the continuing preparations of DepED regarding the forthcoming school year 2020-2021 and the improvement of instruction, particularly on reading and numeracy. Hence, this Office shall conduct an Online Management Committee Meeting of all school heads to held in batches (group of districts) using the Microsoft Office Teams platform to determine the status of schools in the division as regards the implementation of the relevant efforts for improvement of schools and instruction.



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3. All school heads are advised to prepare the current status of their school in terms of the following concerns which shall be discussed during the teleconference:

- a. Plans for Sulong Edukalidad (your KITE initiatives)
- b. Plans for Enrollment (i.e. online, etc.)
- c. DepED Commons Utilization (Adoption and/or implementation plans)

4. Below are the groupings of districts into batches and the corresponding date of the Management Committee Meeting schedule:

- a. Batch 1 – 8:00 AM to 11:00 AM, April 7, 2020 (District 1 and 2)
- b. Batch 2 – 1:00 PM to 5:00 PM, April 7, 2020 (District 3, 4 and 5)
- c. Batch 3 – 8:00 AM to 11:00 AM, April 8, 2020 (District 6, 7 and 8)
- d. Batch 4 – 1:00 PM to 5:00 PM, April 8, 2020 (District 10)

5. On the day of their schedule, School Heads are advised to secure themselves in a location with good and continuous internet signal strength and login to Microsoft Office 365 to access the Office Teams platform which shall be used as the Management Committee portal for this purpose. The operational DepED email shall be used as the primary login credential for the DepED Microsoft Office 365.

6. For inquiries regarding the DepED Microsoft Office 365 login credentials, School Heads are advised to channel their inquiry to the ITO of the Division Office, Mr. Paul John Arias at ictu.malaybalay@deped.gov.ph or contact him through 0977-061-8486.

7. For information and compliance.



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