



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

DM 2021-05-291
DEPED MALAYBALAY CITY DIVISION
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BY: _____

DIVISION MEMORANDUM

No. 291, s. 2021

To: **Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary & Secondary School Heads
School ICT Coordinators
This Division**

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

Date: May 28, 2021

Subject: **VIRTUAL ORIENTATION ON THE GUIDELINES ON THE USE AND
ADMINISTRATION OF G SUITE & MICROSOFT 365 FOR EDUCATION
AND DISTRIBUTION OF O365 ACCOUNTS**

1. Pursuant to Regional Memorandum No. 234, s. 2021 re: Distribution of Microsoft Accounts, this Office will conduct a virtual orientation on **May 31, 2021 from 1:30 pm to 4:00 pm**, via Google Meet at meet.google.com/kkv-aviz-nuy.
2. Participants to this activity are the School ICT Coordinators. Further, they are required to use their DepEd email account and login thirty (30) minutes before the scheduled activity.
3. Queries relative to this can be relayed to Paul John P. Arias, Information Technology Officer I at 09770618486.

Encl: As stated

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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OJA MEMO 00-0521-0085
MEMORANDUM
12 May 2021

For: **Regional Directors**
Schools Division Superintendents
All Regional and Division IT Officers, and School ICT
Coordinators

Subject: **DISTRIBUTION OF MICROSOFT ACCOUNTS**

The Office of the Undersecretary for Administration (OJA) is spearheading a number of online activities using Microsoft Teams as the official platform, beginning May 2021 with an event for graduating Grade 12 learners and their teachers.

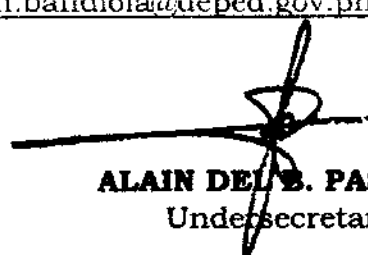
In line with this and other upcoming online events, all Regional and Division IT Officers and School ICT Coordinators are directed to ensure the complete distribution ICTS-issued DepEd Microsoft O365 accounts to teaching and non-teaching personnel and learners under their respective scopes.

Priority shall be given to Grade 12 learners and their teachers who should have their accounts ready and activated by May 28, 2021.

A meeting with all ITOs will be conducted for a briefing on this initiative and upcoming activities. Details will be released in a separate memorandum.

For inquiries, please contact Kathleen Aisa R. Bandiola of the ICTS-User Support Division through email at kathleen.bandiola@deped.gov.ph.

For strict compliance.


ALAIN DEL B. PASCUA
Undersecretary



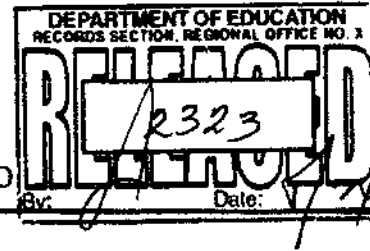
Office of the Undersecretary for Administration (OJA)

Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)

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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



Office of the Regional Director

May 20, 2021

REGIONAL MEMORANDUM

No. 234, s. 2021

DISTRIBUTION OF MICROSOFT ACCOUNTS

To: Schools Division Superintendents
Chiefs of Regional Office Functional Divisions
All Others Concerned

1. This refers to OUA Memorandum No. 00-0521-0085, dated May 12, 2021, entitled **Distribution of Microsoft Accounts**.
2. The regional and divisional IT officers and school ICT coordinators are directed to ensure the complete distribution ICTS-issued DepEd Microsoft O365 accounts to teaching and nonteaching personnel and learners under their respective scopes.
3. Priority shall be given to Grade 12 learners and their teachers who shall have activated their accounts by May 28.
4. 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 subjects:

MICROSOFT ICT

ICT/mabulay



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