



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

DMA- 2021-07-394
DIVISION OF MALAYBALAY CITY
RELEASED
DATE: JUL 26 2021
TIME: 2:25 PM

DIVISION MEMORANDUM

No. 394, s. 2021

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

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

Date: July 26, 2021

Subject: **ORIENTATION OF SCHOOL ICT COORDINATORS AND TEACHERS ON
THE USE OF THE LEARNING MANAGEMENT SYSTEM (LMS) FOR
MICROSOFT 365 PASSWORD RESET AND APPLICATION FOR PNPKI
DIGITAL SIGNATURES**

1. Relative to OUA Memo 00-0721-0166 re: Orientation of School ICT Coordinators and Teachers on the Use of the Learning Management System (LMS) for Microsoft 365 Password Reset and Application for PNPKI Digital Signatures, this Office enjoins all School ICT Coordinators and Teachers who will serve in the 2022 National and Local Elections to attend a virtual orientation and demonstration on the use of the Learning Management System (LMS) which will cover Microsoft 365 (M365) password reset and application for Philippine National Public Key Infrastructure (PNPKI) digital signatures on **July 27, 2021 at 1:30 pm to 5:00 pm** via **Microsoft Teams** platform.
2. Participants shall register at bit.ly/O365PasswordResetOrientation not later than **July 26, 2021 at 12:00 noon**. Enclosed are the OUA Memorandum, training schedule and requirements for the participants for reference.
3. For any questions and concerns, please contact Mr. Winifredo Valdez or Ms. Ma. Beatriz Pelobello through Microsoft Teams or email at support.usdlms@deped.gov.ph (cc: winifredo.valdez@deped.gov.ph, ma.pelobello@deped.gov.ph).

Encl: As stated

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OUA MEMO 00-0721-0166

MEMORANDUM

22 July 2021

**For: Regional Directors and BARMM Education Minister
Schools Division Superintendents
Public School Heads
School ICT Coordinators**

**Subject: ORIENTATION OF SCHOOL ICT COORDINATORS AND
TEACHERS ON THE USE OF THE LEARNING MANAGEMENT
SYSTEM (LMS) FOR MICROSOFT 365 PASSWORD RESET
AND APPLICATION FOR PNPKI DIGITAL SIGNATURES**

The Office of the Undersecretary for Administration (OUA) through the Information and Communication Technology Service (ICTS) enjoins school ICT coordinators and teachers who will serve in the 2021 National and Local Elections to attend a virtual orientation and demonstration on the use of the Learning Management System (LMS), which will cover Microsoft 365 (M365) password reset and application for Philippine National Public Key Infrastructure (PNPKI) digital signatures.

This activity, which shall be held through **Microsoft Teams**, aims to capacitate participants in the following:

1. creation and use of LMS accounts;
2. addressing concerns on M365 passwords of ICT coordinators and learners (asynchronous training for ICT coordinators); and
3. application for PNPKI digital signatures, as required by the Department of Information and Communications Technology (asynchronous training for teachers who will serve in the election).

This one-and-a-half-hour virtual event will be conducted on **26 and 27 July 2021**, with multiple morning and afternoon sessions for both days. Please refer to **Annex A** for the recommended training schedule for regions and requirements for the participants.



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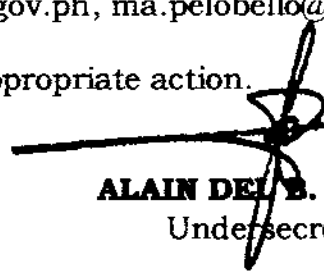
Office of the Undersecretary for Administration (OUA)

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

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For immediate dissemination and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



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Annex A

Orientation of School ICT Coordinators and Teachers on the Use of the LMS for M365 Password Reset and Application for PNPKI Digital Signatures

A. Requirements for Participants

1. Schools are requested to send details of the following personnel:
 - a. ICT Coordinators tasked to reset M365 passwords of learners.
 - b. Teachers that will serve in the upcoming national and local elections.
2. Designated participants must have an **active** DepEd email account and M365 account.
 - a. Prospective participants should contact their Division Information Technology Officers (ITOs) for further assistance in acquiring access to their M365 account.
3. The Regional ITOs will configure and set the schedule for their divisions to attend the asynchronous activity.
4. Upon designation by their School Heads, participants should log on to <https://bit.ly/O365PasswordResetOrientation> and fill-out the online form not later than 26 July 2021 at 12:00 noon.
5. An invite to the designated Teams session shall be sent to selected participants' registered email addresses before their assigned session.

B. Session Schedules

Live Virtual Orientation and Demonstration

Morning sessions: 9:00 – 10:30 a.m. and 11:00 a.m. – 12:30 p.m.

Afternoon sessions: 1:30 – 3:00 p.m. and 3:30 – 5:00 p.m.

Date	Time	Region	Topic/Subject
26 July 2021	1:30 – 3:00 p.m.	Luzon I (III, V, NCR, IV-B)	M365
	3:30 – 5:00 p.m.	Visayas	PNPKI
27 July 2021	9:00 – 10:30 a.m.	Luzon II (IV-A, CAR, I, II)	M365
	11:00 a.m. – 12:30 p.m.	Luzon II (IV-A, CAR, I, II)	PNPKI
	1:30 – 3:00 p.m.	Mindanao, BARMM	M365
	3:30 – 5:00 p.m.	Mindanao, BARMM	PNPKI

Important reminders:

1. Asynchronous training sessions will be conducted on 28 July – 25 August 2021.
2. Training courses will be replicated in Regional LMS Virtual Servers to ensure that systems resources will be able to accommodate the network traffic during the conduct of the activity.
3. Regional ITOs will configure the availability of the said courses within specified time and date.



C. Program of Activities

Allotted Time	Activity
10 minutes	Opening Activity <ul style="list-style-type: none"> • National Anthem & Prayer • House Rules • Welcoming Message Abram Y.C. Abanil, Director IV, ICTS
25 minutes	Orientation Proper (Teams) <ul style="list-style-type: none"> • LMS Background • Getting know PD-LMS, including navigation and proceeding to the course • LMS login/forget password • How to access your training (password) Asynchronous Training for M365 Password Reset <ul style="list-style-type: none"> • Password reset for the accounts of ICT coordinators and learners • Administrative instructions (training schedule and certificate) • Output-driven • Hands-on activity Asynchronous Training for PNPKI Digital Signatures <ul style="list-style-type: none"> • Administrative instructions (training schedule and certificate) • Hands-on activity
20 minutes	Question and Answer Sharing of Frequently Asked Questions (FAQs)
5 minutes	Closing Activity <ul style="list-style-type: none"> • Closing Message • Wrap-up



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OUA MEMO 00-0721-0166

MEMORANDUM

22 July 2021

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

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ALAIN DEL B. PASCUA
Undersecretary



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