DIVISION MEMORANDUM
OSDS-ICTU-DM-200

TO: Assistant Schools Division Superintendent
    SDO Chiefs & Staffs
    Education Program Supervisors
    Public Schools District Supervisors
    School Heads (Elementary)
    School Heads (Secondary)
    District/School ICT Coordinators Concerned
    All other concerned

FROM: [Signature]
    Schools Division Superintendent

SUBJECT: GUIDELINES ON THE USE AND ADMINISTRATION OF GSUITEL AND MICROSOFT 365 FOR EDUCATION

DATE: September 3, 2020

Attached is the OUA Memo No. 00-0820-0130 dated August 17, 2020 entitled: Guidelines on the Use and Administration of G Suite and Microsoft 365 for Education for your information, guidance and reference.

In relation to this, all designated ICT Coordinators (1&2) are advised to update the Google Sheet for the accounts and updated data of each regular employees assigned in your respective schools until September 15, 2020. Please ensure that the indicated regular employees has an ACTIVE accounts (DepEd Email, O365, Workplace and Workchat) in preparation for the deployment of the public school learners accounts(DepEd Email and Microsoft 365) in schools before the opening of classes this October 5, 2020.

Further, a reminder to school ICT Coordinators to submit the ICT Designation for SY 2020-2021 until September 8, 2020.

For queries, you may contact CP # 09291383262 or e-mail at ictunit.ctd@deped.gov.ph.

For reference and strict compliance.