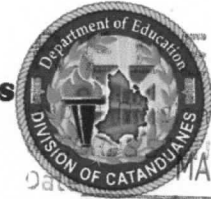




Republic of the Philippines
Department of Education
Region V(Bicol)

SCHOOLS DIVISION OFFICE OF CATANDUANES
Virac, Catanduanes

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BASED

of Catanduanes

MAR 20 2019

Date: _____
Time: 2:45 P.M.
Initial/Signature: [Signature]

DIVISION MEMORANDUM

No. 89 s. 2019

TO: CID & SGOD Chiefs
SDO Section/Unit Heads/Personnel
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/Teachers
Designated School ICT Coordinators

FROM: [Signature] SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

SUBJECT: VALIDATION AND PROVISION OF OFFICE 365 ACCOUNTS FOR DIVISION OFFICE AND SCHOOL EMPLOYEES

DATE: March 20, 2019

The Department of Education(DepEd) through the Information and Communication Technology Service – Solutions Development Division(ICTS-SDD) will be providing all personnel at the Regional, Division and School Levels with Office 365 Accounts.

Each Office 365 account entitles the employee to the Office 365 Suite including but not limited to:

- **Office Suite** – Includes Word, Excel, Powerpoint and OneNote
- **Teams** – A chat-based collaboration tool for group interaction
- **OneDrive** – Cloud file storage
- **SharePoint** – A web-based collaborative platform that integrates with Microsoft Office

The deadline for validation of Division Office employee records is on **March 22, 2019** and for the validation of school employees, each division must validate 1,000 records every month starting **April, 2019** (Note: The data of school employees will be validated based on the Google Sheet (EHRIS and DepEd Email Account) shared to the account of designated ICT Coordinator of each school.)

Further, designated ICT Coordinators are advised to update and finalize the Google Sheet shared to their accounts, which is extended until **March 27, 2019**.

Should you have any inquiry or concerns, you may contact CP#09208779674/
jennifer.metica@deped.gov.ph

For information, guidance and compliance.