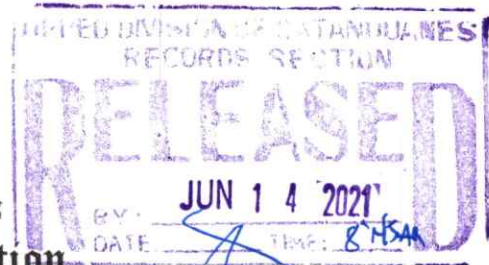




Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



June 11, 2021

DIVISION MEMORANDUM
OSDS-ICTU-DM- 229 s. 2021

**ORIENTATION ON THE DISTRIBUTION AND ACTIVATION OF
MICROSOFT 365 LEARNER'S ACCOUNT**

To : Assistant Schools Division Superintendent
SDO Chiefs & Staff
SDO Section/Unit Heads & Staff
Education Program Supervisors
Public Schools District Supervisors
School Heads (Elementary and Secondary)
District/School ICT Coordinators (Elementary and Secondary)
All others concerned

1. The DepEd Regional Office V in partnership with Microsoft Philippines will conduct an Orientation on the distribution and activation of Microsoft 365 learner's account on **June 16, 2021 at 9:00AM to 12:00N** via Microsoft Teams. Invitation link will be sent after the online registration.

2. Objectives of this activity are to:

- Orient on how to use the automated account distribution tool for learner's account
- Orient on how to best use Teams for teaching, learning and other school activities.

3. Target participants are the designated school ICT coordinators and they are requested to register online at <https://tinyurl.com/R5MSO365OrientReg> on or before June 15, 2021 at 5:00PM.

4. In preparation for this activity, the Division Office through the ICT unit will conduct an online meeting with the District/School ICT Coordinators via Microsoft Teams using school accounts (MS 365) on **June 15, 2021, at 9:00AM to 11:00AM**. Travel and other incidental expenses related to this activity shall be charged to their local funds subject to the usual accounting and auditing rules and regulations.

5. For queries, you may contact at CP# 09291383262 or email at ictunit.ctd@deped.gov.ph.

6. For information, guidance, and compliance.

SUSAN S. COLLANO

Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

