November 14, 2019

REGIONAL MEMORANDUM
No. 34(e), s. 2019

OFFICE 365 EMPOWERMENT TRAINING-WORKSHOP FOR DEPED PLANNING OFFICERS

To: Schools Division Superintendents

1. The Department of Education (DepEd) – Central Office, through the Information and Communications Technology Service (ICTS) in partnership with Microsoft Philippines will conduct series of **Office 365 Empowerment Training-Workshops for DepEd Planning Officers.**

2. Attached is the QUA MEMO 14-1019-0402 dated October 8, 2019, for information, guidance and attendance of all concerned.

For and in the absence of the Regional Director:

RAMON O. CANIEZO
Supervising Administrative Officer
OIC, Office of the Administrative Division
Caretaker

Incls: As stated
PPRD/pjcc

DEPED REGIONAL OFFICE I
RELEASED
NOV 14 2019

BY: [Signature]
OUA MEMO

MEMORANDUM
8 October 2019

For:
Regional Directors and BARMM Minister for Education
Schools Division Superintendents
Regional and Division Planning Officers

Subject: OFFICE 365 EMPOWERMENT TRAINING-WORKSHOPS FOR DEPED PLANNING OFFICERS

As part of its Microsoft Office 365 (O365) Empowerment Program, the Information and Communications Technology Service (ICTS) in partnership with Microsoft Philippines will hold a series of O365 Empowerment Training-Workshops for DepEd Planning Officers (PO).

Target attendees, who will be grouped into four clusters, shall be Regional and Division POs. Details on this event, including requirements, clustering, travel arrangements, and other administrative notes, are attached. Other details will be disseminated through a separate advisory to be emailed to registered attendees.

For any concerns, prospective attendees may contact (02) 8633-7264 (look for Mr. Gerard Joseph Atienza), or email icts.usd@deped.gov.ph (cc: gerard.atienza@deped.gov.ph).

For appropriate action and immediate dissemination,

ALAIN DEL B. PASCUA
Undersecretary

Office of the Undersecretary for Administration (OUA)
(Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Program Teachers' Corps (PTC), Control Security & Safety Office (CSSO))
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Email: ouac.admin@deped.gov.ph; Facebook/Twitter @depeduyao
Office 365 (O365) Empowerment Training Workshops for DepEd Planning Officers (PO)

Clusters

<table>
<thead>
<tr>
<th>Cluster 1</th>
<th>Cluster 2</th>
<th>Cluster 3</th>
<th>Cluster 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-22 November 2019</td>
<td>11-15 November 2019</td>
<td>4-8 November 2019</td>
<td>4-8 November 2019</td>
</tr>
<tr>
<td>Venue: Region I</td>
<td>Venue: Region V</td>
<td>Venue: Region VIII</td>
<td>Venue: Region XII</td>
</tr>
<tr>
<td>Region I, CAR</td>
<td>NCR, CALABARZON</td>
<td>Region VI, Region VII</td>
<td>Region IX, Region X</td>
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<tr>
<td>Region II, Region III</td>
<td>MIMAROPA, Region V</td>
<td>Region VIII</td>
<td>Region XI, Region XII</td>
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<tr>
<td>CARAGA, BARMM</td>
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</tbody>
</table>

Attendees

1. Target attendees to this workshop series are Regional and Division Planning Officers (PO).
   a. **Two slots** are allotted for the Regional Offices (RO), with **one slot** for the Schools Division Offices (SDO).
   b. In the absence of the Planning Officer, functional personnel from the RO’s Planning, Programming, and Research Division (PPRD) or the SDO’s Planning Unit may be designated to attend the event.
2. A prospective attendee must meet the following qualifications:
   a. Knowledge of basic computer concepts and applications
   b. Proficiency in using basic Microsoft Office apps (Word, Excel, PowerPoint)
     i. Prior knowledge and/or usage of O365 apps is an advantage but not a requirement.
   c. Access to their **official** DepEd email address
     i. Email accounts **MUST** be **individual** (e.g., firstname.lastname@deped.gov.ph).
     ii. Accounts used to represent offices (e.g., deped.centraloffice@deped.gov.ph) and/or that are not in the deped.gov.ph domain (e.g., deped.centraloffice@gmail.com) are **NOT ALLOWED**.
     iii. For any issues concerning access to DepEd email (e.g., account creation, log-in issues, password resets, etc.), prospective attendees should seek assistance from their respective Division or Regional Information Technology Officer.
   d. Willingness to cascade all knowledge acquired from this event and offer technical assistance to their region- and division-based colleagues on the use of O365 apps

Pre-registration

1. **Attendees MUST register as soon as they receive authorization from their ROs and SDOs to attend this event.**
2. Attendees must fill out the online registration form.
   a. Scan the QR code beside this paragraph; or
3. Pre-registration ensures that the attendee has their O365 login credentials ready for use in the event, as well as a guaranteed slot for meals, lodging, and other logistic arrangements.
4. The cut-off for pre-registration is on **21 October, 11:59 PM**.
   a. After the cut-off date, online registration will be CLOSED.
   b. **No new requests for pre-registration will be accepted after the cut-off date**; requests for replacement will only be entertained during the event.
Walk-in and Substitute Attendees
1. Unless necessary, sending in walk-in and substitute attendees to the event is STRONGLY DISCOURAGED.
   a. **Walk-in attendees** include personnel who show up at the event without pre-registering, regardless of the circumstances.
   b. **Substitute attendees** are those who attend the event instead of a shortlisted and pre-registered attendee, usually for reasons of exigence of service and/or other emergencies.
2. Walk-in and substitute attendees must secure an **authorization letter** signed by the head of office or duly authorized personnel.
3. Walk-in and substitute attendees must still complete registration at the venue.
4. Admission to the venue, as well as meals and lodging arrangements, for walk-in and substitute attendees are subject to availability of slots.

Meals and Accommodation
1. All pre-registered attendees with valid travel authorities are guaranteed hotel accommodations and meals throughout the event.
2. Refer to the table below for hotel and meal schedules.

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Check-in (02:00 PM) First Meal (Dinner)</th>
<th>Check-out (12:00 PM) Last Meal (Lunch)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cluster 1</td>
<td>17 November</td>
<td>23 November</td>
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<tr>
<td>Cluster 2</td>
<td>10 November</td>
<td>16 November</td>
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<tr>
<td>Cluster 3</td>
<td>3 November</td>
<td>9 November</td>
</tr>
<tr>
<td>Cluster 4</td>
<td>3 November</td>
<td>9 November</td>
</tr>
</tbody>
</table>

3. All other incurred expenses that are not covered by the event (e.g., early check-in, late check-out, additional food and drinks, board and lodging of drivers, parking slots, etc.) shall be borne by the attendee/s involved.

Travel Arrangements
1. Travel expenses of attendees have already been downloaded to their respective Regional Offices (RO), charged against DCP 2019 Funds.
2. The RO shall download said funds to their SDOs; attendees shall reimburse and/or request advances (if allowed) for their travel expenses from downloaded funds to their offices.
3. All expenses are subject to existing accounting and auditing rules and regulations.

Before the Event
1. An attendee **MUST** bring the following with them throughout the event:
   a. A laptop computer
      i. Minimum requirement: Running on at least licensed Windows 7 and Office 2013
      ii. Other devices, such as smartphones, phablets, and the like are **not recommended**
   b. Power strip and/or extension cord/s
   c. Mobile broadband device (preferable)
2. All attendees **MUST** secure signed travel authorities.
   a. Walk-in and substitute attendees **MUST** also bring an authorization letter signed by the head of office or duly authorized personnel.
b. The organizers reserve the right to deny admission or privileges to attendees who fail to comply with the abovementioned requirements.

3. Attendees **MUST** have access to **BOTH** their DepEd email account and their O365 account.
   a. Attendees should forward issues concerning access to their accounts to their respective Division IT Officer.
   b. The organizers do not guarantee immediate resolution of any issues that have not been resolved prior to the event.
   c. Failure to resolve such issues can severely impact experience and learning.

**Guidelines for the Host Regions/Divisions**

1. The Host Regions/Divisions are tasked to assist the Central Office (CO) in facilitating the conduct of their designated clusters.
2. Listed below are specific tasks expected of the Hosts:
   a. Receive the final list of attendees for their cluster from the CO
   b. Designate at least two personnel as part of the secretariat
      i. Guidelines for organizers shall be released separately.
   c. Provide at least one medical personnel to be on standby throughout the event
   d. Designate speakers to deliver the welcome speech (during the opening program) and the closing speech (during the closing program)

**Other Information**

1. Updates will be disseminated through email and Workplace.
2. All information in this note are subject to change without prior notice.