



Republic of the Philippines
Department of Education
REGION I



Office of the Regional Director

JUN 22 2021

REGIONAL MEMORANDUM

No. 629, s. 2021

DISTRIBUTION OF MICROSOFT ACCOUNTS

To: **All Schools Division Superintendents**

1. This has reference to the letter of Mr. Kristian Alan Catahan, Microsoft Philippines and the OUA Memorandum No. 00-0521-00085 dated June 21, 2021 and May 12, 2021, respectively, entitled *Distribution of Microsoft Accounts*.

2. The schedules and the links in the conduct of the region-wide orientation to all School ICT Coordinators are the following:

- *June 28, 2021 (9:00AM – 11:00AM)*
 - Schools Divisions of Ilocos Norte, Laoag City, Batac City, Vigan City and Ilocos Sur

- *June 28, 2021 (2:00PM – 4:00PM)*
 - Schools Divisions of Candon City, La Union, San Fernando City, Alaminos City and Dagupan City

Link: <https://bit.ly/O365DistributionOrientationCluster1>

Link: <https://bit.ly/O365DistributionOrientationCluster2>

- *June 29, 2021 (2:00PM – 4:00PM)*
 - Schools of Divisions of San Carlos City, Urduyeta City, Pangasinan I and Pangasinan II

Link: <https://bit.ly/O365DistributionOrientationCluster3>

3. Attached are the letter and the memorandum for reference.


4. For information, guidance and compliance.

DepEd Region 1: Built on character; empowered by competence.



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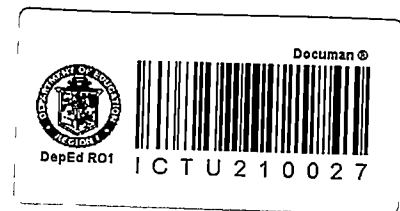



TOLENTINO G. AQUINO
Director IV

Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:

ICT PROGRAM/PROJECT TRAINING

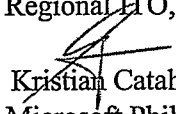
ORD-ICTU/scl/RM_MS Account Distribution
June 22, 2021



June 21, 2021

To: Tolentino G. Aquino
Regional Director, DepEd Region I

Thru: Sammy Legaspi
Regional ITO, DepEd Region I

From:  Kristian Catahan
Microsoft Philippines

Greetings from Microsoft!

This is Kristian Catahan, from Microsoft Philippines. I handle support and programs for all the regions of the Philippines. I write to you in hopes to conduct region-wide orientations for all the school ICT coordinators and teachers. This is to let them know of the strengthened support that our company will provide the region. We have proposals to automate the distribution of Microsoft accounts to all the learners, and we have several helpful resources that we want to provide each of the schools to help them learn how to use their accounts effectively. That said, we are hoping to schedule the talks on the following schedule:

June 28 (9:00 AM – 11:00 AM) – School ICT coordinators and teachers of Ilocos Norte, Laoag City, Batac City, Vigan City, Ilocos Sur

June 28 (2:00 PM – 4:00 PM) – School ICT coordinators and teachers of Candon City, La Union, San Fernando City, Alaminos City, Dagupan City

June 29 (2:00 PM – 4:00 PM) – School ICT coordinators and teachers of San Carlos City, Urdaneta City, Pangasinan I, Pangasinan II

We hope that this fits the schedules of the school. Rest assured, that this is done in hopes to communicate the good things they can expect from Microsoft Philippines in the weeks and months to come.

Thank you!



OUA00-0521-0085
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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0521-0085

MEMORANDUM

12 May 2021

**For: Regional Directors
Schools Division Superintendents
All Regional and Division IT Officers, and School ICT
Coordinators**

Subject: DISTRIBUTION OF MICROSOFT ACCOUNTS

The Office of the Undersecretary for Administration (OUA) is spearheading a number of online activities using Microsoft Teams as the official platform, beginning May 2021 with an event for graduating Grade 12 learners and their teachers.

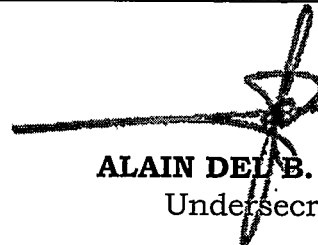
In line with this and other upcoming online events, all Regional and Division IT Officers and School ICT Coordinators are directed to ensure the complete distribution ICTS-issued DepEd Microsoft O365 accounts to teaching and non-teaching personnel and learners under their respective scopes.

Priority shall be given to Grade 12 learners and their teachers who should have their accounts ready and activated by May 28, 2021.

A meeting with all ITOs will be conducted for a briefing on this initiative and upcoming activities. Details will be released in a separate memorandum.

For inquiries, please contact Kathleen Aisa R. Bandiola of the ICTS-User Support Division through email at kathleen.bandiola@deped.gov.ph.

For strict compliance.


ALAIN DEL B. PASCUA
Undersecretary



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

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