



Republic of the Philippines  
**Department of Education**  
REGION I



Office of the Regional Director

SEP 07 2021

**REGIONAL MEMORANDUM**

No. 1002, s. 2021

**CREATION OF MS TEAMS ACCOUNT FOR DEPED REGION 1 SCHOOL  
ICT COORDINATORS AND ALL OTHERS CONCERNED**

To: **All Schools Division Superintendents**

1. This has reference to the letter of Mr. Kristian Alan Catahan of Microsoft Philippines dated August 31, 2021, requesting creation of MS Teams Account for all DepEd Region 1 School ICT Coordinators and all others concerned.
2. The purposes and processes on how to join in the MS Teams Account are stated in the letter.
3. Attached is the letter for reference. For any questions and concerns, please contact Mr. Kristian Cathan of Microsoft Philippines through *v-kricatahan@microsoft.com*.
4. For information, guidance and compliance.

**TOLENTINO G. AQUINO**  
Director IV

Encl.: As stated

To be indicated in the Perpetual Index  
under the following subjects:

ICT PROGRAM/PROJECT

ORD-ICTU/scl/RM\_MS Account for School ICT Coordinators  
September 6, 2021



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



Flores St., Catbangan, City of San Fernando, La Union  
(072) 607-8137 / 682-2324  
region1@deped.gov.ph | www.depedro1.com



August 31, 2021



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

Thru: Sammy Legaspi  
Regional ITO, DepEd Region I

From:   
Kristian Catahan  
Microsoft Philippines

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Greetings!

Ultimately, our goal at Microsoft is to also strengthen the relationship to all schools, from teachers to learners. A more transparent and convenient support system for the schools is among a few many initiatives that we hope to achieve now, and the years to come.

In line with these, I would like to propose we create a Team with all school ICTs and other representatives. These Teams will be created with the sole purpose of the following:

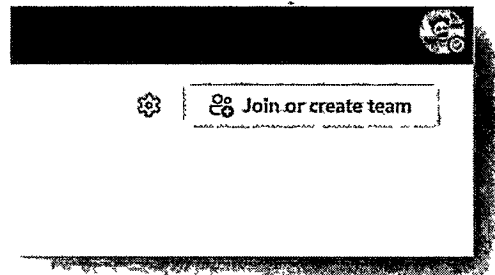
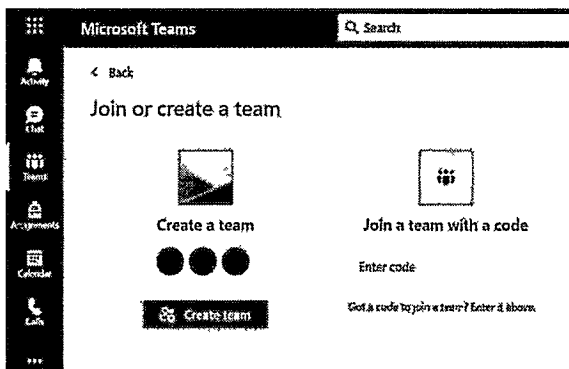
1. Share all Microsoft resources (tutorials, manuals, lecture videos / presentations) immediately and conveniently.
2. Share Microsoft-related announcements only to the schools (with the approval of the Region ITO and Division ITOs)
3. Answer questions specific Microsoft products

Similarly, the creation of this Team will not be used for the following purposes:

1. Process the accounts (password resets, creation of new accounts, etc.) for the schools. It is within the sole jurisdiction of the central office and all its subsidiaries (the region and division offices) to process these and not Microsoft.
2. Mention anything that is confidential to the central office and all its subsidiaries (planned programs, events, and other activities initiated by DepEd)
3. Conduct orientations, webinars, or any sort of engagement without the written consent of the DepEd central office, the region ITO and director, the involved division ITOs, and other involved stakeholders. A memo will be issued first, before making announcements of any kind.

Rest assured that these will be created with the intention of a more open and convenient communication lines to the schools, that will enhance awareness on all things Microsoft. With your approval, we will create a team site called “**DepEd Microsoft Center**”. Our members will comprise of **all school ICTs and other school representatives** from the region. ITOs will be there as oversight. Steps on how to join are as follows:

1. Go to **teams.microsoft.com**
2. Make sure to sign-in using your **@r1.deped.gov.ph** email
3. Go to join or create team and put the join code: **5vzx0ub**



We hope that this becomes the first step to a more productive and fruitful relationship.