



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 105, s. 2021

March 16, 2021

DREAMS TEAMS – A MICROSOFT TEAMS ADOPTION CARAVAN

To: Public Elementary and Secondary School Heads
Public Elementary and Secondary School ICT Coordinators
All Others Concerned

1. The Information and Communications Technology Service – User Support Division (ICTS-USD), together with Education Technology Unit (EdTech) and in partnership with Microsoft Philippines, Inc. will hold a virtual adoption caravan titled ***Dreams Teams – A Microsoft Teams Adoption Caravan*** from **March 18, 2021 to April 22, 2021**.

2. In connection with this, may we request each school to identify and submit through online registration, **one (1) participant per session** for non-teaching and teaching personnel to this following date and time:

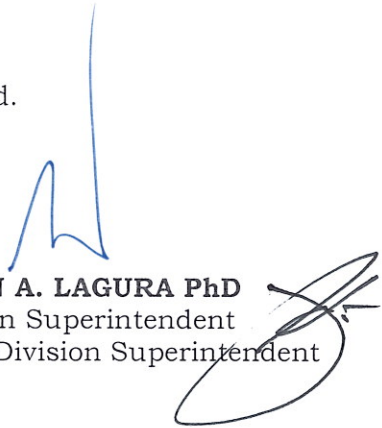
Date	Time (session)	Participants	No. of Participant/s (per school)
March 18, 2021 (Thursday)	8:00AM-9:30AM	Non-Teaching Personnel	1
	1:00PM-2:30PM	Teaching Personnel	1
March 25, 2021 (Thursday)	8:00AM-9:30AM	Non-Teaching Personnel	1
	1:00PM-2:30PM	Teaching Personnel	1
April 8, 2021 (Thursday)	8:00AM-9:30AM	Non-Teaching Personnel	1
	1:00PM-2:30PM	Teaching Personnel	1
April 16, 2021 (Friday)	8:00AM-9:30AM	Non-Teaching Personnel	1
	1:00PM-2:30PM	Teaching Personnel	1

3. The participants should have an activated Microsoft Office 365 account and MS Teams installed to their desktop/laptop computer or mobile phones.



Address: Dampas District, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph

4. Selected participants should log on to <http://bit.ly/DepEdMSEducationCaravan> using their Microsoft Office 365 account (*firstname.lastname@r7-1.deped.gov.ph*) and fill-out the online form not later than March 17, 2021.
5. An invitation shall be sent to participants' registered email address before their assigned Teams session.
6. School ICT Coordinators are requested to email the list of registered participants to jose.marinas@deped.gov.ph on or before March 18, 2021.
7. Immediate dissemination of this Memorandum is desired.



JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent
Office of the Schools Division Superintendent