



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

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**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
No. **209**, s. 2021



July 23, 2021

**SCHOOL ICT COORDINATORS' ORIENTATION ON THE AUTOMATION OF THE  
DISTRIBUTION OF MICROSOFT ACCOUNTS**

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

1. Attached Regional Memorandum 602, s.2021, entitled "DIVISION IT OFFICERS AND SCHOOL ICT COORDINATORS' OREINTATION ON THE AUTOMATION OF THE DISTRIBUTION OF MICROSOFT ACCOUNTS".
2. The DepEd Regional Office VII, together with Microsoft Philippines, Inc. will conduct a virtual orientation to Division IT Officers and Designated School ICT Coordinators on automation of the distribution of Microsoft Accounts of the learners on **July 26, 2021 at 9:00AM to 11:00AM via MS Teams Live.**
3. All designated School ICT Coordinators are requested to register via **<https://forms.office.com/r/5S6AKc4Dn1>**.
4. Immediate dissemination of this Memorandum is desired.

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



JIAL/CPC/ICTU/JCM/JCM



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Republic of the Philippines  
Department of Education  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

JUL 21 2021

REGIONAL MEMORANDUM  
No. 0602, s. 2021

**DIVISION IT OFFICERS AND SCHOOL ICT COORDINATORS' ORIENTATION ON THE  
AUTOMATION OF THE DISTRIBUTION OF MICROSOFT ACCOUNTS**

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS  
ALL CONCERNED

1. The DepEd Regional Office VII and Microsoft Philippines in accordance with OUA Memo 00-0521-0085 titled "Distribution of Microsoft Accounts" will be conducting an orientation to Division IT Officers and Designated School ICT Coordinators on the automation tool that will be used to distribute Microsoft accounts to the learners on July 26, 2021 at 9:00 AM to 11:00 AM via MS Teams Live.
2. All participants are requested to register via <https://forms.office.com/r/5S6AKc4Dn1>
3. Immediate dissemination and compliance with this Memorandum is enjoined.

**SALUSTIANO T. JIMENEZ, JD, EdD, CESO V**  
Director IV  
Regional Director

STJ/CAE/ICTU/JPJ

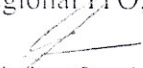


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July 16, 2021

To: Salustiano T. Jimenez, JD, EdD, CESO V  
Regional Director, DepEd Region 7

Thru: Johnnyline Jagdon  
Regional ITO, DepEd Region 7

From:   
Kristian Catahan  
Microsoft Philippines

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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 sometime within the week of July 26 – 30. We'll only need 1 session that will span for 2 hours to cover everything they need to know. We will also be providing important instructions that they can follow moving forward.

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!



OUAD00-0521-0085  
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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](mailto:kathleen.bandiola@deped.gov.ph).

For strict compliance.

  
**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), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]*

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