



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

October 23, 2020

REGIONAL MEMORANDUM

No. **548**, s. 2020

ONLINE CAPACITY BUILDING ON “SETTING UP A HYBRID LEARNING CLASSROOM WITH MICROSOFT 365”

To: Schools Division Superintendents
 Regional Office Division Chiefs
 All Others Concerned

- This Office, through the Human Resource Development Division and the Information and Communications Technology Unit, shall conduct an online capacity building on **“Setting Up A Hybrid Learning Classroom with Microsoft 365”** on **November 3-6, 2020, 8:00 AM – 12:00 NN**, through Microsoft Teams.
- The capacity building activity aims to:
 - ✓ Get to know the basics of Microsoft Office 365;
 - ✓ Understand what Remote Learning is;
 - ✓ Get familiar with and learn how to use Microsoft OneNote for the creation of digital portfolios; and
 - ✓ Familiarize the features of Microsoft Teams for collaboration and communication with the learning community.
- The participants to this activity are as follows:

<i>Position</i>	<i>Office</i>	<i>No. of Participant/s</i>	<i>Remarks</i>
Division IT Officers	Schools Division Office	1 per SDO	
School ICT Coordinators	School	10 per SDO	
Regional ICT Personnel	Regional Office	3	
Representatives from RO Divisions	Administrative Division	1	<i>Representatives shall only attend the Day 2 & 3 sessions</i>
	CLMD	1	
	ESSD	1	
	Finance Division	1	
	FTAD	1	
	HRDD	1	



<i>Position</i>	<i>Office</i>	<i>No. of Participant/s</i>	<i>Remarks</i>
	OARD	1	
	ORD	1	
	PPRD	1	
	QAD	1	

4. The participants are required to accomplish the online registration through <http://bit.ly/hybrid-learning-r8> on or before **October 28, 2020**. Attached is the training matrix for guidance.

5. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO IV
 Director IV 

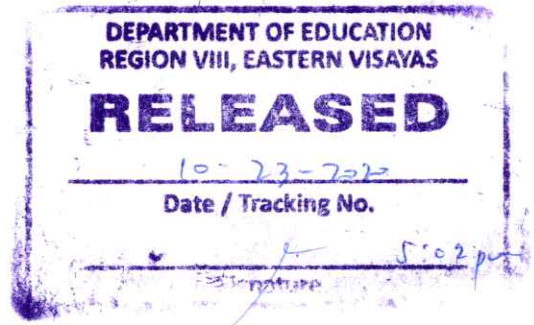
Enclosures: As stated

References: OUA MEMO 00-0920-0110

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

MICROSOFT REMOTE LEARNING

ORD-ICTU-MSD



Enclosure No. 1 – TRAINING MATRIX Online Capacity Building On “Setting Up A Hybrid Learning Classroom with Microsoft 365” (November 3-8, 2020, 8AM – 12NN)

Date	Topics	Resource Person	Duration
Day 1	<ul style="list-style-type: none"> • What is hybrid learning? • Synchronous vs Asynchronous • Working with students remotely • Assessment in hybrid learning • Structuring class time remotely • Humanizing a remote learning experience 	ERNANI S. FERNANDEZ, JR., Ed.D. Palo NHS Microsoft Education Ambassador Division of Leyte	1 hr
Session 2	<ul style="list-style-type: none"> • What’s inside Office 365? • Logging in to your Office Portal • Setting-up self-service password reset (SSPR) 	LANILO A. MACALLA Camire ES, Principal I Microsoft Education Ambassador Division of Ormoc City	1.5 hrs
Session 3	<ul style="list-style-type: none"> • PowerPoint 365 & Recorder 	PHAROS FORTON Julita NHS Microsoft Education Ambassador Division of Leyte	1.5 hrs
Day 2 Session 1	<ul style="list-style-type: none"> • Introduction to Microsoft Teams 	LESTER P. BERNARDINO Ipil NHS Microsoft Education Ambassador Division of Ormoc City	2.5 hrs
Day 2 Session 2	<ul style="list-style-type: none"> • Teams Communication 	GINO SAM T. TAÑALA Gregorio Catenza NHS Microsoft Education Ambassador Microsoft Teams Coach Division of Leyte	1.hrs

<p>Day 3 Session 1</p>	<ul style="list-style-type: none"> Teams Collaboration 	<p>JONAS M. CABUSBUSAN, Ed.D. Tanauan SCHI Microsoft Education Ambassador Microsoft Teams Coach Division of Leyte</p>	<p>2.5 hrs</p>
<p>Day 3 Session 2</p>	<ul style="list-style-type: none"> Microsoft OneNote 	<p>NESTOR D. LUNA, PhD Isabel NCS Microsoft Education Ambassador Division of Leyte</p>	<p>1.5 hrs</p>
<p>Day 4 Session 1</p>	<ul style="list-style-type: none"> Teams Coordination 	<p>ELSE N. CALIWAN ALS Coordinator Kananga III District Microsoft Education Ambassador Microsoft Teams Coach Division of Leyte</p>	<p>3 hrs</p>
<p>Day 4 Session 2</p>	<ul style="list-style-type: none"> Introduction of the Microsoft Educator Community Taking online courses, earning points, badges, and certificates Earning your title as a Microsoft Innovative Educator (Certified MIE) 	<p>SOPHIA A. TAN Gregorio Catenza NHS Microsoft Education Ambassador Division of Leyte</p>	<p>1hr</p>



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Republika ng Pilipinas
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Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0920-0110
MEMORANDUM
12 September 2020

For: Regional Directors
Schools Division Superintendents
Regional Information and Technology Officers
Division Information and Technology Officers

Subject: TEACH-BACK OF MICROSOFT EDUCATION AMBASSADORS
AND TRAINERS OF REMOTE LEARNING ON THE USE OF
MICROSOFT ONENOTE, MICROSOFT TEAMS & OFFICE 365

The Information and Communications technology Service–Educational Technology Unit (ICTS-EdTech Unit) in partnership with Microsoft Philippines has successfully conducted the In-service Train the Trainer (TTT) webinar session entitled “Train the Trainers on Remote Learning Using MS Teams and Office 365” last 29-30 June 2020 and upskilling of Microsoft Education Ambassadors (MEAs) from DepEd last June 2020. The webinar session has empowered and prepared the trainers to teach and prepare their fellow teachers in cascading the effective methodology of delivering quality instructions using MS Teams and Office 365.

Each trainer is tasked to teach-back what they have learned in their own divisions, schools, and faculties by facilitating webinar sessions. Topics covered on remote learning will focus on the use of Office 365, including MS OneNote and MS Teams. The recommend training matrix is shown in Appendix 1-Training Matrix for Remote Learning.

Detailed instructions for the teach-back:

- MEAs and TTT trainers will teach-back recommended content as attached in this document as Appendix 1 – Training Matrix for Remote Learning through a webinar session hosted in MS Teams.
- Each MEA or TTT trainer is recommended to cover 30-50 attendees per session conducted. More than 50 attendees will be solely under the discretion of the trainer.
- MEAs and TTT trainers are expected to teach-back between 14 September



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

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- to 30 October 2020.
- The list of MEAs and TTT trainers can be found on Appendix 2 – List of Microsoft Education Ambassadors and Train the Trainers.
 - Resources, materials, and training deck to be used can be found on the DepEd Professional Development LMS (training.deped.gov.ph)

Reporting guidelines for the teach-back:

- MEAs and TTT trainers must encode their scheduled webinars beforehand at <http://edutrack.microsoft.com> .
- MEAs and TTT trainers must submit the following details in the ICTS-EdTech Unit email address edtech@deped.gov.ph .
 - Date of webinar session
 - Total number of attendees
 - 2 to 3 screenshots of the webinar session
 - Screenshot of the encoded training in <http://edutrack.microsoft.com>
- MEAs and TTT trainers who have successfully completed the teach-back and followed the reporting guidelines will receive a Certificate of Recognition issued by DepEd ICTS–EdTech Unit and Microsoft Philippines.

For immediate and appropriate action.



ALAIN DEL B. PASCUA
Undersecretary



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