



Republic of the Philippines  
**Department of Education**  
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE  
Pasig City, Philippines


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*Office of the Director*

## ADVISORY

Date: March 16, 2021

For: **Undersecretaries and Assistant Secretaries  
Bureau and Service Directors  
Regional Directors and BARMM Education Minister  
Schools Division Superintendents  
Public School Heads  
All Others Concerned**

From:   
**ABRAM Y.C. ABANIL**  
Director IV

Subject: **ADVISORY ON REGISTRATION, SCHEDULES, AND CLUSTERING FOR THE *MICROSOFT 365 SCENARIO DISCOVERY WORKSHOPS***

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In relation to the released **OUA Memo 00-0329-0529** titled ***Microsoft 365 Scenario Discovery Workshops***, please be informed of the following changes and reminders:

- Schedules, clustering, and registration cut-offs for all sessions have been changed. See **Annex 1** for the updated schedule of sessions.
- **Central Office bureaus, services, and offices listed in the table are requested to send up to two (2) representatives to sessions that match their offices' work functions.**
- Regions will be designated to their respective clusters. Regions shall assign the SDOs who will attend. SDOs will assign the schools and the personnel who will attend.
- Personnel must be familiar with the functions and operations of their office.
- Due to the changes in the schedules and clusters, those who have previously registered using the link <https://bit.ly/DepEdACMWorkshop> are requested to sign up again. We apologize for the inconvenience.
- Sessions for teaching personnel, as well as those for other non-teaching and teaching-related personnel (as needed), **will be issued through another advisory.**

Please be guided accordingly.

**Annex 1**

Dates	Designated Regions	AM Sessions (9:00 AM to 11:30 AM)	PM Sessions (1:30 PM to 4:00 PM)	Registration Cut-off																										
3/22/2021	<p align="center"> <b>NCR</b>  <b>Region II</b>  <b>Region V</b>  <b>Region VI</b>  <b>Region IX</b>  <b>Region XI</b> </p>	<p><b>Payroll, Welfare, and Benefits</b></p> <table border="1"> <thead> <tr> <th>Office</th> <th>No. of Pax.</th> </tr> </thead> <tbody> <tr> <td>BHROD-Personnel Division</td> <td align="center">2</td> </tr> <tr> <td>BHROD-EWD</td> <td align="center">2</td> </tr> <tr> <td>Regional Payroll Services Unit (Regions VI, VII, IX, XI, NCR; 1 per region)</td> <td align="center">6</td> </tr> <tr> <td>Regional Personnel Section (Regions VI, VII, IX, XI, NCR; 1 per region)</td> <td align="center">6</td> </tr> <tr> <td>SDO Personnel Unit (Regions VI, VII, IX, XI, NCR; 1 per division per region)</td> <td align="center">6</td> </tr> <tr> <td><b>TOTAL</b></td> <td align="center"><b>22</b></td> </tr> </tbody> </table>	Office	No. of Pax.	BHROD-Personnel Division	2	BHROD-EWD	2	Regional Payroll Services Unit (Regions VI, VII, IX, XI, NCR; 1 per region)	6	Regional Personnel Section (Regions VI, VII, IX, XI, NCR; 1 per region)	6	SDO Personnel Unit (Regions VI, VII, IX, XI, NCR; 1 per division per region)	6	<b>TOTAL</b>	<b>22</b>	<p><b>Asset, Property, and Supply Management</b></p> <table border="1"> <thead> <tr> <th>Office</th> <th>No. of Pax.</th> </tr> </thead> <tbody> <tr> <td>AS-AMD</td> <td align="center">2</td> </tr> <tr> <td>Regional Property and Supply Section (Regions VI, VII, IX, XI, NCR; 1 per region)</td> <td align="center">6</td> </tr> <tr> <td>Division Property and Supply Unit (Regions VI, VII, IX, XI, NCR; 1 per division per region)</td> <td align="center">6</td> </tr> <tr> <td>School Property Custodian (Regions VI, VII, IX, XI, NCR; 1 per school per division per region)</td> <td align="center">6</td> </tr> <tr> <td><b>TOTAL</b></td> <td align="center"><b>22</b></td> </tr> </tbody> </table>	Office	No. of Pax.	AS-AMD	2	Regional Property and Supply Section (Regions VI, VII, IX, XI, NCR; 1 per region)	6	Division Property and Supply Unit (Regions VI, VII, IX, XI, NCR; 1 per division per region)	6	School Property Custodian (Regions VI, VII, IX, XI, NCR; 1 per school per division per region)	6	<b>TOTAL</b>	<b>22</b>	<p align="center"> <b>3/18/2021,</b>  <b>11:59 PM</b> </p>
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3/25/2021	Region II Region V Region IX Region VII Region X NCR	<b>Educational Managers</b> <table border="1" data-bbox="448 675 1171 1206"> <thead> <tr> <th data-bbox="448 675 1019 727">Office</th> <th data-bbox="1019 675 1171 727">No. of Pax.</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 727 1019 780">RD or ARD (Regions V and IX)</td> <td data-bbox="1019 727 1171 780">2</td> </tr> <tr> <td data-bbox="448 780 1019 866">Region II CLMD Chief or EPS (Regions II, VII, X, NCR)</td> <td data-bbox="1019 780 1171 866">4</td> </tr> <tr> <td data-bbox="448 866 1019 952">Region II SDS or ASDS (Regions X and NCR; 1 from each region)</td> <td data-bbox="1019 866 1171 952">2</td> </tr> <tr> <td data-bbox="448 952 1019 1038">Region II SDO CID Chief or EPS (Regions II, V, VII, IX; 1 per division from each region)</td> <td data-bbox="1019 952 1171 1038">4</td> </tr> <tr> <td data-bbox="448 1038 1019 1091">Public School District Supervisor</td> <td data-bbox="1019 1038 1171 1091">4</td> </tr> <tr> <td data-bbox="448 1091 1019 1144">Region II School Head</td> <td data-bbox="1019 1091 1171 1144">4</td> </tr> <tr> <td data-bbox="448 1144 1019 1206"><b>TOTAL</b></td> <td data-bbox="1019 1144 1171 1206"><b>20</b></td> </tr> </tbody> </table>	Office	No. of Pax.	RD or ARD (Regions V and IX)	2	Region II CLMD Chief or EPS (Regions II, VII, X, NCR)	4	Region II SDS or ASDS (Regions X and NCR; 1 from each region)	2	Region II SDO CID Chief or EPS (Regions II, V, VII, IX; 1 per division from each region)	4	Public School District Supervisor	4	Region II School Head	4	<b>TOTAL</b>	<b>20</b>	No Session	3/18/2021, 11:59 PM
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3/26/2021	Region I Region II Region V Region VIII MIMAROPA	<b>Disaster Risk Reduction and Management</b> <table border="1" data-bbox="448 1310 1171 1417"> <thead> <tr> <th data-bbox="448 1310 1019 1362">Office</th> <th data-bbox="1019 1310 1171 1362">No. of Pax.</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 1362 1019 1417">DRRMS</td> <td data-bbox="1019 1362 1171 1417">2</td> </tr> </tbody> </table>	Office	No. of Pax.	DRRMS	2	No Session	3/22/2021, 11:59 PM												
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3/30/2021	Region III Region IV-A Region VII Region X Region XI NCR	<b>Finance</b> <table border="1"> <thead> <tr> <th>Office</th> <th>No. of Pax.</th> </tr> </thead> <tbody> <tr> <td>FS-Accounting Division</td> <td>2</td> </tr> <tr> <td>AS-Cash Division</td> <td>2</td> </tr> <tr> <td>FS-Budget Division</td> <td>2</td> </tr> <tr> <td>FS-EAMD</td> <td>2</td> </tr> <tr> <td>RO Accounting Section (Regions III and IV-A; 1 per region)</td> <td>2</td> </tr> <tr> <td>RO Cash Section (Regions VII and X; 1 per region)</td> <td>2</td> </tr> <tr> <td>RO Budget Section (Regions XI and NCR; 1 per region)</td> <td>2</td> </tr> </tbody> </table>	Office	No. of Pax.	FS-Accounting Division	2	AS-Cash Division	2	FS-Budget Division	2	FS-EAMD	2	RO Accounting Section (Regions III and IV-A; 1 per region)	2	RO Cash Section (Regions VII and X; 1 per region)	2	RO Budget Section (Regions XI and NCR; 1 per region)	2		<b>School Health</b> <table border="1"> <thead> <tr> <th>Office</th> <th>No. of Pax.</th> </tr> </thead> <tbody> <tr> <td>BLSS-SHD</td> <td>2</td> </tr> <tr> <td>ESSD-School Health Section (Regions III, IV-A, VII, X, XI, NCR; 1 per region)</td> <td>6</td> </tr> <tr> <td>SDO School Health Section (Regions III, IV-A, VII, X, XI, NCR; 1 per division per region)</td> <td>6</td> </tr> <tr> <td>School Nurse (Regions III, IV-A, VII, X, XI, NCR; 1 per school per division per region)</td> <td>6</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>20</b></td> </tr> </tbody> </table>	Office	No. of Pax.	BLSS-SHD	2	ESSD-School Health Section (Regions III, IV-A, VII, X, XI, NCR; 1 per region)	6	SDO School Health Section (Regions III, IV-A, VII, X, XI, NCR; 1 per division per region)	6	School Nurse (Regions III, IV-A, VII, X, XI, NCR; 1 per school per division per region)	6	<b>TOTAL</b>	<b>20</b>	3/25/2021, 11:59 PM			
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4/12/2021	Region I Region IV-A Region VI	Training, Learning, and Development	Public Affairs and Records  <table border="1"> <thead> <tr> <th>Office</th> <th>No. of Pax.</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Office	No. of Pax.			4/8/2021, 11:59 PM								
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Dates	Designated Regions	AM Sessions (9:00 AM to 11:30 AM)		PM Sessions (1:30 PM to 4:00 PM)		Registration Cut-off																										
	Region VII Region VIII Region X Region XI CARAGA CAR NCR	<table border="1"> <thead> <tr> <th data-bbox="439 213 1019 268">Office</th> <th data-bbox="1019 213 1173 268">No. of Pax.</th> </tr> </thead> <tbody> <tr> <td data-bbox="439 268 1019 322">BHROD</td> <td data-bbox="1019 268 1173 322">2</td> </tr> <tr> <td data-bbox="439 322 1019 376">NEAP</td> <td data-bbox="1019 322 1173 376">2</td> </tr> <tr> <td data-bbox="439 376 1019 464">Regional HRDD (Regions NCR, CAR, CARAGA; 1 per region)</td> <td data-bbox="1019 376 1173 464">3</td> </tr> <tr> <td data-bbox="439 464 1019 552">Regional NEAP (Regions I, IV-A, VI, VII, X, XI, NCR, CAR; 1 per region)</td> <td data-bbox="1019 464 1173 552">8</td> </tr> <tr> <td data-bbox="439 552 1019 639">SDO HRDD (Regions I, VI, XII; 1 per division per region)</td> <td data-bbox="1019 552 1173 639">3</td> </tr> <tr> <td data-bbox="439 639 1019 692"><b>TOTAL</b></td> <td data-bbox="1019 639 1173 692"><b>14</b></td> </tr> </tbody> </table>	Office	No. of Pax.	BHROD	2	NEAP	2	Regional HRDD (Regions NCR, CAR, CARAGA; 1 per region)	3	Regional NEAP (Regions I, IV-A, VI, VII, X, XI, NCR, CAR; 1 per region)	8	SDO HRDD (Regions I, VI, XII; 1 per division per region)	3	<b>TOTAL</b>	<b>14</b>		<table border="1"> <tbody> <tr> <td data-bbox="1198 213 1794 268">PAS</td> <td data-bbox="1794 213 1946 268">2</td> </tr> <tr> <td data-bbox="1198 268 1794 322">AS-Records Division</td> <td data-bbox="1794 268 1946 322">2</td> </tr> <tr> <td data-bbox="1198 322 1794 410">Regional PIO or Records Section (Regions I, IV-A, V, VII, VIII; 1 per region)</td> <td data-bbox="1794 322 1946 410">5</td> </tr> <tr> <td data-bbox="1198 410 1794 497">SDO PIO or Records Section (Regions X, XI, CARAGA, CAR, NCR; 1 per division per region)</td> <td data-bbox="1794 410 1946 497">5</td> </tr> <tr> <td data-bbox="1198 497 1794 585">School Registrar (Regions I, VI, VIII, XI, CAR; 1 per school per division per region)</td> <td data-bbox="1794 497 1946 585">5</td> </tr> <tr> <td data-bbox="1198 585 1794 639"><b>TOTAL</b></td> <td data-bbox="1794 585 1946 639"><b>19</b></td> </tr> </tbody> </table>	PAS	2	AS-Records Division	2	Regional PIO or Records Section (Regions I, IV-A, V, VII, VIII; 1 per region)	5	SDO PIO or Records Section (Regions X, XI, CARAGA, CAR, NCR; 1 per division per region)	5	School Registrar (Regions I, VI, VIII, XI, CAR; 1 per school per division per region)	5	<b>TOTAL</b>	<b>19</b>		
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