OUAD00-0321-0122
To authenticate this document,
please scan the QR Code

RECEIVED
03/17/21 # 1878
4:00 p

OFFICE OF THE DIRECTOR IV

OUA MEMO 00-0321-0122
MEMORANDUM
10 March 2021

For:	**Undersecretaries**
	Assistant Secretaries
	Bureau and Service Directors
	Regional Directors and BARMM Education Minister
	Schools Division Superintendents
	Public School Heads
	All Others Concerned
Subject:	**MICROSOFT 365 SCENARIO DISCOVERY WORKSHOPS**

With the goal of fully implementing the adoption of Microsoft 365 in the Department of Education (DepEd), the Information and Communications Technology Service – User Support Division (ICTS-USD), in partnership with Microsoft Philippines, Inc., will hold a series of Focused-Group Discussions (FGDs) titled *Microsoft 365 Scenario Discovery Workshops* from 18 March to 15 April 2021.

The FGDs, which shall be conducted online through **Microsoft Teams**, aim to provide participants with an understanding of Microsoft 365 productivity and collaboration tools and give them the opportunity to design new ways of working at DepEd in the future.

For more information on this activity, kindly refer to Annexes A and B. For any questions and concerns, please email ICTS-USD at icts.usd@deped.gov.ph (cc: gerard.atienza@deped.gov.ph) or contact Mr. Gerard Joseph Atienza through 0927 085 4848 from 8:00 a.m. to 5:30 p.m.

For immediate dissemination and appropriate action.

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

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

Scan this QR Code to view
Videos and Magazines
of Major Programs

Annex A

Microsoft 365 Scenario Discovery Workshops

About the Sessions

1. The goal of the workshop series is to provide participants with an understanding of Microsoft 365 productivity and collaboration tools and give them the opportunity to design new ways of working in DepEd in the future.
2. **This is a series of focused-group discussion sessions. No training or technical discussions will be conducted throughout these sessions.**
3. Each workshop session will be 2½ hours long with a 10-minute break.
4. There will be **no more than 20 participants** per session.
5. Participants shall be grouped according to work function regardless of region or division.
6. All sessions will be delivered remotely through **Microsoft Teams**.
7. An email invite will be sent to identified participants a few days before their designated session.

Requirements for Participants

1. The Central Office (CO), Regional Offices (ROs), and Schools Division Offices (SDOs) should identify participants to this workshop series.
   A. See **Annex B** for schedules and target participant groups per session.
2. Designated participants must fulfill the following requirements:
   A. belong in the strand, category, classification, or role listed in **Annex B**, and
   B. have an **active** DepEd email account and Microsoft 365 account (for DepEd personnel).
      1. Prospective participants should contact the following offices/personnel for further assistance on acquiring access to their M365 account:
         a. CO: ICTS-Solutions Development Division at support.email@ deped.gov.ph
         b. RO: Regional IT Officer
         c. SDO and School: Division IT Officer
3. Upon designation by their RO, SDO, or head of office, the participants should log on to http://bit.ly/DepEdACMWorkshop and fill out the online form **not later than 16 March 2021**.
   A. Participants must already have their M365 accounts to be able to fill out the form.
   B. Entries to the form shall be considered as basis for designation of participants to their respective sessions.
   C. Considering the attendee limit for each session, participants will be designated to their sessions on a **first-come, first-served basis**.
4. An invitation shall be sent to selected participants' **registered email addresses** at least a day before their assigned session.

Annex B

Schedules and Designated Participants

Notes:
1. The sessions will be delivered by Microsoft.
2. The offices listed below are suggested offices that are eligible to participate in their respective sessions. If you are not under the said offices but perform roles similar to those listed below, select those roles in the registration form.
3. Extra sessions may be scheduled for specific target groups on **3 - 15 April 2021,** if needed.

Dates	AM Sessions (9:00 to 11:30 a.m.)	PM Sessions (1:30 to 4:00 p.m.)
3/18/2021	**Session 1:** Training, Learning, and Development (BHROD, HRDD, NEAP, RO HRDD, SDO HRDD)	**Session 1:** Administration and Facilities (GSD, ESSD, SGOD)
3/19/2021	**No Session**	**Session 1:** Public Affairs (PAS, Public Information Unit, Records, SDO RO, School Registrar)
3/22/2021	**Session 1:** School Health (Doctors, Nurses, Dentists, Dental Aides, HEPOs)	**Session 1:** Asset Management (AMD, RO/SDO Supply Officer, School Custodian)
3/23/2021	**Session 1:** Payroll, Welfare, and Benefits (Personnel, EWD, RPSU)	Policy, Planning, and Research (PS, PPRD, PRS, SDO DPO, SDO SEPS)
3/24/2021	**Session 1:** ICT (Regional ITOs with Division ITOs)	**No Session**
3/25/2021	**Session 1:** Legal Services, Records	**No Session**
3/26/2021	**Session 1:** Disaster Risk Reduction Management (RO DR, DO PDO-DR, SGOD – Soc. Mob, School DRR Coordinator)	**No Session**
3/29/2021	**Session 1:** ICT (Division ITOs with School ICT Coordinators) **Session 2:** Curriculum and Instruction (BCD, BLD, CLMD, CID)	**Session 1:** Learning Resources (BLR Manila, BLR Cebu, CLMD, SDO EPS-LR, SDO PDO II, School Librarian, Library Hub) **Session 2:** Alternative Learning System (ALS Task Force, SDO EPS-ALS, Education Program Specialist II - ALS, Mobile Teacher)
3/30/2021	**Session 1:** Finance (Accounting, Cash, Budget, School Bookkeeper/Disbursing Officer) **Session 2:** Training Facilities (BTC, RELC)	**Session 1:** Executive Assistants/Personnel from CO ODIR, EXECOM, and RD/SDS Proper