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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0521-0147
MEMORANDUM
21 May 2021

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

Subject: **ORIENTATION ON THE LINKEDIN PROGRAM AND**
O365 DISTRIBUTION AND ACTIVATION

The Information and Communications Technology Service (ICTS) and Microsoft will conduct an orientation on the LinkedIn Program and O365 Distribution and Activation on 25 May 2021 at 9:00 a.m. – 12:00 p.m. via Microsoft Teams. In this regard, all Regional and Division Information Technology Officers (ITOs) are directed to attend the said activity.

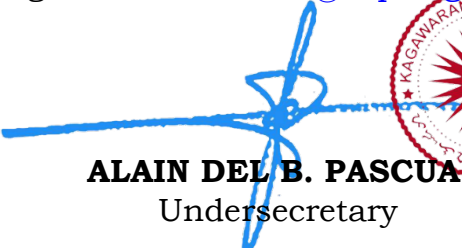
Kindly refer to the following orientation agenda:

1. LinkedIn Program introduction
2. Proposed strategies and workflows for distribution and activation of O365 accounts
3. User support for our learners and teachers
4. Roles and responsibilities of the Department's ITOs, school ICT coordinators, and teachers
5. Timeline of execution
6. Question and answer

In this connection, all Schools Division Superintendents are advised to require their Division ITOs to attend the said orientation. For confirmation of attendance, participants may register via <http://bit.ly/LinkedInO365>.

For queries and concerns on the above-mentioned subject, kindly contact the ICTS – Office of the Director (ODIR) through email at icts.od@deped.gov.ph.

For strict compliance.


ALAIN DEL B. PASCUA
Undersecretary



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[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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