



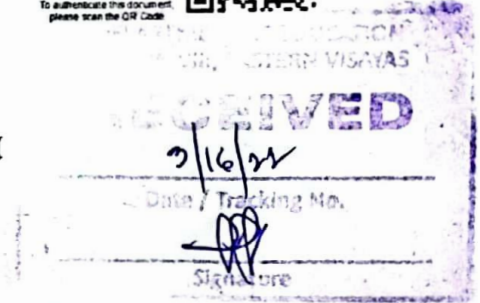
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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim



OUA MEMO 00-0322-0121
MEMORANDUM
14 March 2022

For: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Principals and School Heads
All Others Concerned

Subject: ACCESS TO MICROSOFT TEAMS' UPGRADED CAPACITY AND FEATURES



The Department of Education (DepEd) has partnered with Microsoft Philippines to provide learners, teachers, and non-teaching personnel with a number of productivity tools through Microsoft Teams.

All personnel, faculty, and learners now have access to Microsoft Teams and its upgraded features. These features include an increased attendee capacity, record meeting, attendance tracking, webinar registration, breakout rooms, whiteboard, polls, Filipino captions, and external app integrations. They may use these to host webinars, meetings, events, classes, and other activities.

The upgraded capacities are:

- **Teams meeting:** 1000 attendees (for online classes, consultations, meetings, trainings, LAC sessions)
- **Teams webinar:** 10,000 attendees (for large school events, department conferences, parent-teacher events)
- **Teams live events:** 10,000 - 100,000 attendees (for division / region / nationwide events, trainings, virtual graduations, and other large scale events)



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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The Microsoft Teams application may be downloaded by following the instructions attached as **Annex A**. Those who wish to organize and participate in their own online activities may follow these instructions:

- **Annex B** - How to do a Teams meeting/video call
- **Annex C** - How to do a live event
- **Annex D** - How to track attendance in Teams video calls and in live events
- **Annex E** - For attendees joining Teams live events

For additional guidance on the platform, please refer to the Frequently Asked Questions (FAQs) attached as **Annex F**, or refer to this link for the live FAQ board: sites.google.com/depd.gov.ph/icts-usd/helpdesk/microsoft-365 .

For more information, please contact Mr. Genesis Fernando of the ICTS-User Support Division (USD) through Teams chat or email at icts.usd@depd.gov.ph (cc: genesis.fernando@depd.gov.ph).

For widest dissemination.



ALAIN DEL B. PASCUA
Undersecretary



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