



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0522-0072
MEMORANDUM
13 May 2022

For: **Undersecretaries**
Assistant Secretaries
Bureau/Service Directors
Central Office Division Chiefs/Office Heads
Regional Directors
Minister of Basic, Higher & Technical Education, BARMM
Schools Division Superintendents
Regional and Division Information Technology Officers
Public School Principals and Heads
All Others Concerned

Subject: **CALL FOR POTENTIAL PARTICIPANTS FOR THE MICROSOFT SKILLING AND CERTIFICATION PROGRAM FOR DEPED (MICROSOFT OFFICE SPECIALIST FOR ADMINISTRATIVE PERSONNEL)**

The Department of Education (DepEd), through the Information and Communications Technology Service—User Support Division (ICTS-USD) and in partnership with Microsoft Philippines, will hold the **Microsoft Skilling and Certification Program for DepEd (Microsoft Office Specialist [MOS] for the Administrative Personnel)**.

Building on the success of the program held in 2021, this year's activity aims to support the **Non-Teaching Personnel** through a learning session and a certification examination.

The MOS program, where they can get certified for **Microsoft 365 (M365) apps**, specifically **Excel, PowerPoint, or Word**, outlines the following:

1. Participants will be able to demonstrate competency in the fundamentals of creating, editing, enhancing and managing worksheets, workbooks, presentations and other documents.
2. Participants who will receive certification have at least three weeks of instruction and hands-on experience with the product. They will obtain



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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expertise in the level of an industry associate and experience productivity in their roles.

The Microsoft Skilling and Certification Program for DepEd (MOS for Administrative Personnel) will be held between May to June 2022. The exact dates and times, as well as other details, will be announced in a separate memorandum.

Five (5) slots will be given to **each region** and **ten (10) slots** to the **Central Office**.

All potential participants must possess the following requirements:

1. A **permanent employee** of DepEd
 - a. Has at least **one year in government service with DepEd**
 - b. Stationed in **any division/unit/section** in the Department
 - c. Holds the following plantilla positions regardless of rank:
 - Administrative Aide (I to VI)
 - Administrative Assistant (I to V, Senior)
 - Administrative Officer (I to VI, Supervising, Chief)
2. An **active** DepEd email address **with access to M365 apps**
For issues on accounts management (including M365 access):
 - *CO personnel*: email support.accounts@deped.gov.ph
 - *RO, SDO and School personnel*: contact your IT Officer
3. Laptop or desktop computer with the following minimum specifications:
 - Windows 10 **or** macOS Catalina (or higher)
 - M365 apps **or** Office 2019
 - Latest version of Microsoft Edge (Chromium) **or** Google Chrome
 - Microsoft Teams desktop app
4. An internet connection with an average speed of 5 Mb/s or higher
5. A working knowledge of Excel, Word, or PowerPoint
6. Must **NOT** have previously taken an MOS certification program (regardless of examination results)

Interested participants must register by filling out the online form at bit.ly/2022MOS4Admins (**M365 access required**) on or before **24 May 2022, 11:59 PM (Tuesday)**.

For any questions or concerns on this subject, please contact Mr. Gerard Joseph Atienza of ICTS-USD at (02) 8633-7264, by Teams chat or through email address icts.usd@deped.gov.ph (cc: gerard.atienza@deped.gov.ph).

For immediate dissemination.


ALAIN DEL B. PASCUA
Undersecretary




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