OUA MEMO 00-0522-0136
MEMORANDUM
24 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: **ADVISORY ON REQUIREMENTS AND SCHEDULE OF MICROSOFT SKILLING AND CERTIFICATION PROGRAM FOR DEPED (MOS FOR ADMINISTRATIVE PERSONNEL)**

The Office of the Undersecretary for Administration (OUA), through the Information and Communications Technology Service—User Support Division (ICTS-USD), releases the attached Annex A which contains the Checklist for Participants and the Schedule of the Microsoft Skilling and Certification Program.

This is in relation to OUA Memorandum 00-0522-0072 titled *Call for Potential Participants for the Microsoft Skilling and Certification Program for DepEd (Microsoft Office Specialist [MOS] for Administrative Personnel).*

The program is in partnership with Microsoft Philippines and Audentes Technologies Inc.

Another advisory with the list of participants and other details will be released.

For any questions or concerns on this subject, please contact Mr. Gerard Joseph Atienza of ICTS-USD at telephone number (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

Microsoft Skilling and Certification Program for DepEd
Microsoft Office Specialist (MOS) for Administrative Personnel

Checklist for Participants

Requirement		How to Verify
Access	Official DepEd account with Microsoft 365 (M365) access	Log on to office.com using your DepEd email address
Productivity Tool	M365 apps/Office 2019	In Word/Excel/PowerPoint: **File** > **Account** > **Product Information**
Operating System	Windows 8.1 or higher	**Start** > **Settings** > **System** > **About** > **Edition**
Connection	5 Mbit/s or higher	Log on to www.speedtest.net while connected to your target network
App	Microsoft Teams (browser or app)	Download the app at microsoft.com/en-us/microsoft-teams/download-app
App	Gmetrix	Download the app at gmetrix.net/GetGMetrixSMS.aspx

Schedule of Activities

Date	Activity	Time
3 June	Program Orientation (via Teams)	1 hour
8 June	LearnKey and Accessing Gmetrix (via Teams)	Batch 1: 9:00 – 10:00 AM Batch 2: 1:00 – 2:00 PM
15 June	Gmetrix Practice Exam Demo (via Teams)	
22 June	Certify Orientation (via Teams)	
6-10 June	*LearnKey Review (asynchronous)*	
13-17 June	*Gmetrix Practice (asynchronous)*	
27-30 June	MOS Exam Proper (via virtual machine)	1:45 hours