

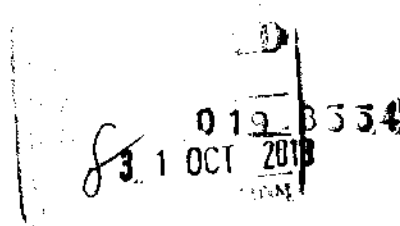


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

October 30, 2019

TRAVEL ORDER
No. 1527 s, 2019

TO: **REMYLIN V. GAO-GAO**
ITO I, Division Office





PURPOSE: To attend the Office 365 Empowerment Training-Workshops for DepEd Information Technology Officers at Tacloban City.

DATE OF TRAVEL: November 3-9, 2019.

ALLOWED/ CHARGED TO: (Division DCP ISF funds subject to the usual accounting and auditing rules and regulations)
_____ : Registration/ Transportation and other Incidental Expenses
_____/_____: Per Diem, Transportation, Incidental and other Expenses
_____ : Incidental Expenses
_____ : Per Diem

For the Schools Division Superintendent


FAY C. LUAREZ, Ed.D., Ph.D.
OIC-Assistant Schools Division Superintendent
Office In-Charge 10/31/19 

Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Division Supl's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0287 (Personnel Section); (035) 225-2378 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acc. Budget Section); (035) 422-3921 (Supply Section)



Republic of the Philippines
Department of Education
CENTRAL VISAYAS REGION

Office of the Regional Director

OCT 29 2018


REGIONAL MEMORANDUM

No. **0589**, s. 2019

OFFICE 365 EMPOWERMENT TRAINING-WORKSHOPS FOR DEPED INFORMATION TECHNOLOGY OFFICERS

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

1. This is to disseminate the memorandum from the Information and Communications Technology Service (ICTS) announcing the conduct of the Office 365 Empowerment Training-Workshop for DepEd ITOs.
2. The training workshop aims to strengthen the technical capacity of the ITOs in the use of Microsoft O365 focusing on Sharepoint and Power BI.
3. The cluster 3 training which is composed of Region VI, Region VII and VIII will be on November 3-9, 2019. Venue will be announced in a separate communication. All participants (Regional and Division ITOs) are requested to confirm their attendance and accomplish the online registration form at: <http://bit.ly/Office365-ITOfficers>.
4. Travel expenses shall be charged against **DCP Funds** which have been downloaded to your respective Division Offices.
5. For immediate compliance and wide dissemination to all concerned.


SALUSTIANO T. JIMENEZ, Ed. D., JD, CESO V
Director III
OIC-Regional Director

STJ/CAE/ICTU/JPJ



10014


Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
Pasig City, Philippines

Office of the Director

ADVISORY

Date: 25 October 2019

For: Regional Directors and BARM Education Minister
Schools Division Superintendents
All Others Concerned

From: 
ABRAM Y.C. ABANIL
Director IV

Subject: **ADVISORY RE: OFFICE 365 EMPOWERMENT TRAINING-WORKSHOPS FOR DEPED INFORMATION TECHNOLOGY OFFICERS**

Related to the conduct of the *Office 365 Empowerment Training-Workshops for DepEd Information Technology Officers (ITO)*, please be advised of the following updates:

- Dates of clusters have been changed to include Day 0 and Day 6:

Cluster 2	Cluster 3	Cluster 4
10-16 November 2019 Venue: Within Region V Exact venue TBA	3-9 November 2019 Venue: Within Region VIII Exact venue TBA	17-23 November 2019 Venue: Cagayan de Oro City Exact venue TBA
NCR, CALABARZON MIMAROPA, Region V	Region VI, Region VII Region VIII	Region IX, Region X Region XI, Region XII CARAGA, BARM

All other details previously issued remain in effect.

Should your office have any inquiries or clarifications regarding the said activity, feel free to contact Mr. Jason Joseph Ret of the ICTS – User Support Division through email at jason.ret@deped.gov.ph or at landline number (02) 8633-7264.

Thank you very much in anticipation of your positive response on this matter.



OJMEMO 14-1019-0377
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Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 14-1019-0377

MEMORANDUM

1 October 2019

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

Subject: **OFFICE 365 EMPOWERMENT TRAINING-WORKSHOPS FOR
DEPED IT OFFICERS**

As part of its **Microsoft Office 365 (O365) Empowerment Program**, the Information and Communications Technology Service (ICTS) in partnership with Microsoft Philippines will hold a series of **O365 Empowerment Training-Workshops for DepEd IT Officers (ITO)**.

Expected attendees, who will be grouped into four clusters, shall be Regional ICT Unit personnel and Division ITOs. Those who have already attended the O365 event held on 23-29 June 2019 at Makati City are not expected to attend this event due to the similarity of content between both events. Details on this event, including requirements, clustering, travel arrangements, and other administrative notes, are attached. Other details will be disseminated as a separate advisory to be emailed to pre-registered attendees.

For any concerns, prospective attendees may contact **(02) 633-7264** (look for **Mr. Jason Ret**), or email icts.usd@deped.gov.ph (cc: jason.ret@deped.gov.ph).

For appropriate action and immediate dissemination.

ALAIN DEB...
Undersecretary



Scan the QR Code to view
video and illustrations
of UOA Programs



Office of the Undersecretary for Administration (OUA)

*Administrative Service (AS), Information and Communications Technology Service (ICTS),
Disaster Risk Reduction and Management Service (DRRS), Bureau of Learner Support
Services (BLSS), Haguro Teachers' Camp (BTC), Central Security & Safety Office (CSSO)*

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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO
MEMORANDUM
1 October 2019

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

**Subject: OFFICE 365 EMPOWERMENT TRAINING-WORKSHOPS FOR
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As part of its **Microsoft Office 365 (O365) Empowerment Program**, the Information and Communications Technology Service (ICTS) in partnership with Microsoft Philippines will hold a series of **O365 Empowerment Training-Workshops for DepEd IT Officers (ITO)**.

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For appropriate action and immediate dissemination.

ALAIN DEL B. PASCUA
Underscretary



Office of the Undersecretary for Administration (OUA)

(Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMS), Union of Learning Support Services (ULSS), Itagap Teachers' Camp (ITC), Central Security & Safety Office (CSSO))

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**Office 365 (O365) Empowerment Training-Workshops for
DepEd Information Technology Officers (ITO)**

Clusters

Cluster 1	Cluster 2	Cluster 3	Cluster 4
13-19 October 2019 Venue: Region V	13-19 October 2019 Venue: Region VIII	20-26 October 2019 Venue: Region I	Venue and dates to be announced
NCR, CALABARZON MIMAROPA, Region V	Region VI, Region VII Region VIII	Region I, CAR Region II, Region III	Region IX, Region X Region XI, Region XII CARAGA, BARMM

Attendees

1. Target attendees to this workshop series are **DepEd Regional ICT Unit (ICTU) personnel** and **Division Information Technology Officers (ITO)**.
 - a. These personnel should not have attended the **O365 workshop** held on **23-29 June 2019** at **Tiara Oriental Hotel, Makati City**, as content of both events is similar.
 - b. Regional ICTU personnel and Division ITOs who have already attended the June event are not expected to attend this event.
 - c. Regional Offices (RO) may designate the Regional ITO, the Computer Programmer, or the Computer Maintenance Technologist to attend the event.
2. A prospective attendee must meet the following qualifications:
 - a. Proficiency in using basic Microsoft Office apps (Word, Excel, PowerPoint); prior knowledge and/or usage of O365 apps is an advantage but not a requirement.
 - b. Access to **their official DepEd email address**
 - i. Email accounts **MUST** be **individual**.
 - ii. Accounts not in the **deped.gov.ph** domain are **NOT ALLOWED**.
 - iii. For any issues concerning access to DepEd email, contact CTS at **support.email@deped.gov.ph (for ITOs' use only)**.
 - c. Willingness to cascade all knowledge acquired from this event and offer technical assistance to their region- and division-based colleagues on the use of O365 apps

Pre-registration

1. Attendees **MUST** register as soon as they receive authorization from their ROs and SDOs to attend this event.
2. All shortlisted attendees **MUST** pre-register using the online registration form.
 - a. Scan the QR code beside this paragraph; or
 - b. Log on to **<https://bit.ly/Office365-ITOfficers>** from your Web browser.
3. Pre-registration ensures that the attendee has their O365 login credentials ready for use in the event, as well as a guaranteed slot for meals, lodging, and other logistic arrangements.
4. The cut-off for pre-registration is **three days before the start of each cluster**.
 - a. After said cut-off, online registration will be **CLOSED**.
 - b. **No new requests for pre-registration will be accepted after the cut-off passes**; requests for replacement will only be entertained during the event.

**Walk-in and Substitute Attendees**

1. Unless necessary, sending in walk-in and substitute attendees to the event is **STRONGLY DISCOURAGED**.
 - a. **Walk-in attendees** include personnel who show up at the event without pre-registering, regardless of the circumstances.



- b. *Substitute attendees* are those who attend the event instead of a shortlisted and pre-registered attendee, usually for reasons of exigence of service and/or other emergencies.
2. Walk-in and substitute attendees must secure an **authorization letter** signed by the head of office or duly authorized personnel.
3. Walk-in and substitute attendees must still complete registration at the venue.
4. Admission to the venue, as well as meals and lodging arrangements, for walk-in and substitute attendees are subject to availability of slots.

Meals and Accommodation

1. All pre-registered attendees with valid travel authorities are guaranteed hotel accommodations and meals throughout the event.
2. Check-in starts on **Day 0** at **02:00 PM**; latest check-out is at **12:00 PM, Day 5**.
3. First meal service starts with **dinner** for those who will check in on **Day 0**; last meal service shall be **breakfast** for those who will check out on **Day 5**.
4. All other incurred expenses that are not covered by the event (for example, early check-in, late check-out, additional food and drinks, board and lodging of drivers, parking slots, etc.) shall be borne by the attendee/s involved.

Travel Arrangements

1. Travel expenses of attendees have already been downloaded to their respective Regional Offices (RO), charged against DCP 2018 Funds.
2. The RO shall download said funds to their SDOs; attendees shall reimburse and/or request advances (if allowed) for their travel expenses from downloaded funds to their offices.
3. All expenses are subject to existing accounting and auditing rules and regulations.

Before the Event

1. An attendee **MUST** bring the following with them throughout the event:
 - a. A laptop computer
 - i. Minimum requirement: Running on at least *licensed Windows 7 and Office 2013*
 - ii. Other devices, such as smartphones, phablets, and the like are **not recommended**
 - b. Power strip and/or extension cord/s
 - c. Mobile broadband device (preferable)
2. All attendees **MUST** secure *signed* travel authorities.
 - a. Walk-in and substitute attendees **MUST** also bring an authorization letter signed by the head of office or duly authorized personnel.
 - b. The organizers reserve the right to deny admission or privileges to attendees who fail to comply with the abovementioned requirements.
3. Attendees **MUST** have access to **BOTH** their DepEd email account and their O365 account.
 - a. Issues related to O365 accounts should be forwarded to **support.accounts@depd.gov.ph** (for ITOs' use only).
 - b. The organizers do not guarantee immediate resolution of any issues that have not been resolved prior to the event.
 - c. Failure to resolve such issues can severely impact experience and learning.

General Information

1. Updates will be disseminated through email and other official channels.
2. All information in this note are subject to change without prior notice.



Guidelines for Organizers

Designation of Organizers per Cluster

1. Each cluster shall be assigned a team of organizers, whose members will come from both the Central Office (CO) and the host region.
 - a. **Two members from the ICTS-USD and two members from the host region** are needed.

Board & Lodging and Travel Arrangements for Organizers

1. Organizers will be checked in to and be staying at the same hotel/s housing the attendees.
2. Travel expenses of organizers shall be charged to local funds.

Duties and Responsibilities of Organizers

1. Coordinate with venue/s and hotel/s in ensuring that they are available and ready before the event starts
2. Facilitate (and assist if necessary) the ingress of the venue/s, including:
 - a. Checking on technical and logistic requirements, ensuring that these are complied with
 - b. Coordinating with hotel front desks and validating room requirements
 - c. Preparing and setting up of registration areas
3. Check if the following logistic requirements are operational, coordinating with venue management if these requirements are missing or malfunctioning, or whenever necessary:
 - a. Audio-visual systems (sound system, projector/s, and screen/s, etc.)
 - b. Venue lighting and ventilation
 - c. Electrical systems (power strips, extension cords, etc.)
 - d. Internet connectivity
 - e. Safety and security matters
4. Prepare attendance sheets and other materials needed (whenever applicable)
 - a. Workshop stationery and/or kits (pens, papers, bags, etc.)
 - b. Badges and lanyards
 - c. Miscellaneous forms (concern slips, consent forms, etc.)
5. Prepare event materials and kits
6. Assist in addressing *technical* concerns from attendees (if capable and only when necessary)
7. Aid with the following:
 - a. Onsite registration (including that for walk-in and substitute attendees)
 - b. Resolution of O365 accounts
 - c. Preparation and distribution of certificates
 - d. Processing of attendance sheets, concern slips, etc. (including consolidation, reproduction, and encoding, whichever is needed)
8. Assist with finding the owners of any items that may be misplaced or left in the venue
9. Ensure that proper egress procedures are followed, including accounting for all event supplies and equipment at the end of each event day *and* at the end of the event
10. Perform other event-related tasks as the need arises



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