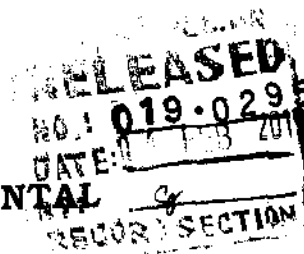


Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas

**SCHOOLS DIVISION OF NEGROS ORIENTAL**

www.depednegor.net



January 31, 2019

**TRAVEL ORDER**

NO. 153, s. 2019

**DR. FAY C. LUAREZ**  
OIC-ASDS

**DAUZEEN LUZMARIE M. MERCADO**  
ADAS II

**KAREN JOY I. CUBALAN**  
ADA VI

This Office

You are hereby directed to attend the Microsoft Office 365 Empowerment Program on February 5-8, 2019 at Great Eastern Hotel, 1403 Quezon Avenue, Quezon City.

Travelling and other incidental expenses shall be charged against MOOE/local funds subject to the usual accounting and auditing rules.

For your information, guidance and compliance.

**WILFREDA D. BONGALOS, Ph. D., CESO V**  
Schools Division Superintendent  
2/1/19



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
**REGION VII, CENTRAL VISAYAS**  
Sudlon, Lahug, Cebu City



**REGIONAL MEMORANDUM**

No. 0062, s. 2019

012419

**MICROSOFT OFFICE 365 EMPOWERMENT PROGRAM**

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

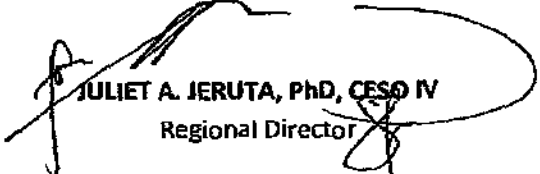
1. The Department of Education Central Office through the Information and Communications Technology Service (ICTS) in partnership with Microsoft Philippines will be conducting a Microsoft Office 365 (O365) Training for DepEd Field Offices. This is to improve governance by providing tools that allow collaboration among employees in the performance of tasks.
2. The participants of the first segment of the program are the **Regional Director or Assistant Regional Director, Schools Division Superintendents or Assistant Schools Division Superintendents and their Administrative Support personnel.** Large and very large divisions though will have more participants.

	SDS/ASDS	Admin Staff	Total
RO	1	1	2
Cebu	3	3	6
Bohol	3	3	6
NegOr	2	2	4
Bais	1	1	2
Bayawan	1	1	2
Bogo	1	1	2
Carcar	1	1	2
Cebu City	1	1	2
City of Naga	1	1	2
Danao	1	1	2
Dumaguete	1	1	2
Guihulngan	1	1	2
Lapu-lapu	1	1	2
Mandaue	1	1	2
Siquijor	1	1	2

Talisay	1	1	2
Tagbilaran	1	1	2
Tanjay	1	1	2
Toledo	1	1	2
<b>Total Participants</b>	<b>25</b>	<b>25</b>	<b>50</b>

3. Please be advised that Regional ITO and Division ITOs are not yet included as they will have a separate training date.
4. In choosing an Administrative Support Staff to participate in this training, please be guided of the attributes that one must possess which is listed or itemized in the attached memorandum from CO.
5. Region VII belongs to Cluster 5 which is scheduled on the 5<sup>th</sup>-8<sup>th</sup> of February, 2019. However, the High Level Participants (RD/ARD, SDS/ASDS) will only be joining on the 7<sup>th</sup> – 8<sup>th</sup> of February.
6. Participants are requested to sign up at <http://bit.ly/Office365-training> on or before **January 25, 2019**.
7. Attached is the signed memorandum for your perusal.
8. Immediate and wide dissemination of this memorandum is desired.

JAJ/CTU/JPJ

  
**JULIET A. JERUTA, PhD, CESO IV**  
 Regional Director



Republika ng Pilipinas

## Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUR MEMO 14-0119-0078  
MEMORANDUM  
22 January 2019

For: **DepEd ARMM Regional Secretary  
All Regional Directors  
All Schools Division Superintendents**

Subject: **MICROSOFT OFFICE 365 EMPOWERMENT PROGRAM**

In line with the thrust in improving governance by providing tools that allow collaboration among employees in the performance of tasks, the Department of Education - Central Office (DepEd-CO) through the Information and Communications Technology Service (ICTS) and in partnership with Microsoft Philippines will conduct a **Microsoft Office 365 (O365) Training** for DepEd Field Offices under the abovementioned subject.

For this segment of the program, intended participants are the Regional Secretary of ARMM, Regional Directors or Assistant Regional Directors, Schools Division Superintendents or Assistant Schools Division Superintendents and their Administrative Support personnel. Regional and Division Information Technology Officers will have a separate training date. Please refer to the attachment for training schedules and allocation of slots.

The Administrative Support Personnel must have the following attributes to successfully complete the training in their respective areas:

- With basic or working knowledge in using Microsoft Office - Word, Excel or PowerPoint
- With basic or working knowledge in using the following technologies - email, online forms, collaboration tools
- Comfortable in echoing (repeat) and deliver the training learned to colleagues at work
- Willing to assist their heads of offices and co-workers in the use of O365 applications, if needed.

**Office of the Undersecretary for Administration**

(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)

Department of Education, Central Office, Meralco Avenue, Pasig City

Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207

Email: usec.admin@deped.gov.ph; Facebook/Twitter @depeditayo

6149

**Trainees must have their DepEd email accounts which will be used to access O365 applications. Moreover, participants are requested to:**

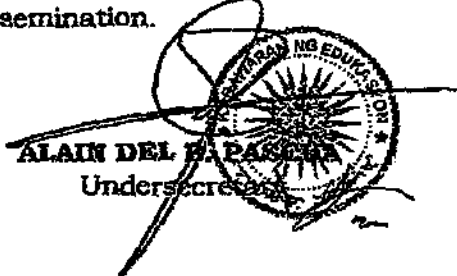
- Sign up at <http://bit.ly/Office365-training> to secure their slots for the training on or before **Thursday, 24 January 2019** and
- **Bring their own laptop devices** preferably running on Windows 7 onwards.
- Bring extension cord.

ICTS will cover the management of the event (*including the function room, meals, materials, board and lodging*) for the attendees. Venue will be at the **Great Eastern Hotel** located at 1403 Quezon Avenue, Quezon City, Metro Manila. Travel expenses of pre-determined participants will be downloaded to their respective regions or offices, subject to the usual accounting/auditing rules and regulations.

For concerns (i.e. email accounts, food preferences, etc.), participants may contact through these means:

- Send an email to [icts.usd@deped.gov.ph](mailto:icts.usd@deped.gov.ph),  
[cc: genesis.fernando@deped.gov.ph](mailto:cc:genesis.fernando@deped.gov.ph) / [raven.flores@deped.gov.ph](mailto:raven.flores@deped.gov.ph); or
- Call ICTS-USD landline at **(02) 633 7264**, look for **Ms. Nina Bernas**; or
- Call O365 support number at **(0936) 800 8329**, look for **Mr. Genesis Fernando**.

For appropriate action and immediate dissemination.

  
**ALAIN DEL PASTOR**  
Undersecretary



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**MEMORANDUM**  
22 January 2019

**For: DepEd ARMM Regional Secretary  
All Regional Directors  
All Schools Division Superintendents**

**Subject: MICROSOFT OFFICE 365 EMPOWERMENT PROGRAM**

In line with the thrust in improving governance by providing tools that allow collaboration among employees in the performance of tasks, the Department of Education – Central Office (DepEd-CO) through the Information and Communications Technology Service (ICTS) and in partnership with Microsoft Philippines will conduct a **Microsoft Office 365 (O365) Training** for DepEd Field Offices under the abovementioned subject.

For this segment of the program, intended participants are the Regional Secretary of ARMM, Regional Directors or Assistant Regional Directors, Schools Division Superintendents or Assistant Schools Division Superintendents and their Administrative Support personnel. Regional and Division Information Technology Officers will have a separate training date. Please refer to the attachment for training schedules and allocation of slots.

The Administrative Support Personnel must have the following attributes to successfully complete the training in their respective areas:

- With basic or working knowledge in using Microsoft Office – Word, Excel or PowerPoint
- With basic or working knowledge in using the following technologies – email, online forms, collaboration tools
- Comfortable in echoing (repeat) and deliver the training learned to colleagues at work
- Willing to assist their heads of offices and co-workers in the use of **O365** applications, if needed.

*Handwritten signature*

**Office of the Undersecretary for Administration**  
*(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)*  
Department of Education, Central Office, Meralco Avenue, Pasig City  
Room 519, Mabini Building; Mobile: +639260330762; Landline: +6326337203, +6326376207  
Email: [nsec.admin@deped.gov.ph](mailto:nsec.admin@deped.gov.ph); Facebook/Twitter @depeditayo

6149

**Trainees must have their DepEd email accounts which will be used to access O365 applications. Moreover, participants are requested to:**

- Sign up at <http://bit.ly/Office365-training> to secure their slots for the training on or before **Thursday, 24 January 2019** and
- **Bring their own laptop devices** preferably running on Windows 7 onwards.
- Bring extension cord.

ICTS will cover the management of the event (*including the function room, meals, materials, board and lodging*) for the attendees. Venue will be at the **Great Eastern Hotel** located at 1403 Quezon Avenue, Quezon City, Metro Manila. Travel expenses of pre-determined participants will be downloaded to their respective regions or offices, subject to the usual accounting/auditing rules and regulations.

For concerns (i.e. email accounts, food preferences, etc.), participants may contact through these means:

- Send an email to [icts.usd@deped.gov.ph](mailto:icts.usd@deped.gov.ph),  
*cc: genesis.fernando@deped.gov.ph / raven.flores@deped.gov.ph* or
- Call ICTS-USD landline at **(02) 633 7264**, look for **Ms. Nina Bernas**; or
- Call O365 support number at **(0936) 800 8329**, look for **Mr. Genesis Fernando**.

For appropriate action and immediate dissemination.

**ALAIN DEL B. PASCUA**  
Undersecretary 

**TRAINING SCHEDULES**

<b>Legend:</b>	
<b>HL-</b>	High Level
	<ul style="list-style-type: none"> <li>• DepEd ARMM Secretary</li> <li>• Regional Directors (RD)</li> <li>• Assistant Regional Directors (ARD)</li> <li>• Schools Division Superintendents (SDS)</li> <li>• Assistant Schools Division Superintendents (ASDS)</li> </ul>
<b>ASP</b>	<ul style="list-style-type: none"> <li>• Administrative Support Personnel</li> </ul>

**Note:**

- Venue will be at Great Eastern Hotel, Quezon City
- Additional personnel are allotted for large Schools Division Offices (SDOs).

**28-31 JANUARY 2019**

**Cluster 3**

**Region 2**

Training Schedule (Division of Cagayan & Isabela should be represented by more participants)	No. of slots
High Level Participants (30-31 January 2019)	13
Administrative Support Personnel (28-31 January 2019)	13
<b>Total</b>	<b>26</b>

**Region 3**

Training Schedule (Division of Bulacan, Nueva Ecija, Pampanga & Tarlac should be represented by more participants)	No. of slots
High Level Participants (30-31 January 2019)	27
Administrative Support Personnel (28-31 January 2019)	27
<b>Total</b>	<b>54</b>

**National Capital Region (NCR)**

Training Schedule (Division of Manila, Caloocan City & Quezon City should be represented by more participants)	No. of slots
High Level Participants (30-31 January 2019)	20
Administrative Support Personnel (28-31 January 2019)	20
<b>Total</b>	<b>40</b>



**Cluster 4**

**Region 1**

<b>Training Schedule</b> <b>(Division of Pangasinan 1 &amp; Pangasinan 2 should be represented by more participants)</b>	<b>No. of slots</b>
High Level Participants (30-31 January 2019)	19
Administrative Support Personnel (28-31 January 2019)	19
<b>Total</b>	<b>38</b>

**Region 5**

<b>Training Schedule</b> <b>(Division of Albay, Camarines Sur &amp; Masbate should be represented by more participants)</b>	<b>No. of slots</b>
High Level Participants (30-31 January 2019)	19
Administrative Support Personnel (28-31 January 2019)	19
<b>Total</b>	<b>38</b>

**Region 9**

<b>Training Schedule</b> <b>(Division of Zamboanga del Norte &amp; Zamboanga del Sur should be represented by more participants)</b>	<b>No. of slots</b>
High Level Participants (30-31 January 2019)	12
Administrative Support Personnel (28-31 January 2019)	12
<b>Total</b>	<b>24</b>

**Region 11**

<b>Training Schedule</b> <b>(Division of Davao City should be represented by more participants)</b>	<b>No. of slots</b>
High Level Participants (30-31 January 2019)	13
Administrative Support Personnel (28-31 January 2019)	13
<b>Total</b>	<b>26</b>

---

**05-08 FEBRUARY 2019**

**Cluster 5**

**Region 6**

<b>Training Schedule</b> <b>(Division of Negros Occidental &amp; Iloilo should be represented by more participants)</b>	<b>No. of slots</b>
High Level Participants (07-08 February 2019)	25
Administrative Support Personnel (05-08 February 2019)	25
<b>Total</b>	<b>50</b>

**Region 7**

Training Schedule (Division of Bohol, Cebu & Negros Oriental should be represented by more participants)	No. of slots
High Level Participants (07-08 February 2019)	25
Administrative Support Personnel (05-08 February 2019)	25
<b>Total</b>	<b>50</b>

**Region 4B**

Training Schedule (Division of Palawan should be represented by more participants)	No. of slots
High Level Participants (07-08 February 2019)	10
Administrative Support Personnel (05-08 February 2019)	10
<b>Total</b>	<b>20</b>

**Cluster 6****Region 4A**

Training Schedule (Division of Batangas, Cavite, Laguna, Rizal & Quezon should be represented by more participants)	No. of slots
High Level Participants (07-08 February 2019)	29
Administrative Support Personnel (05-08 February 2019)	29
<b>Total</b>	<b>58</b>

**Region 8**

Training Schedule (Division of Leyte should be represented by more participants)	No. of slots
High Level Participants (07-08 February 2019)	16
Administrative Support Personnel (05-08 February 2019)	16
<b>Total</b>	<b>32</b>

**Region 13 (CARAGA)**

Training Schedule	No. of slots
High Level Participants (07-08 February 2019)	16
Administrative Support Personnel (05-08 February 2019)	16
<b>Total</b>	<b>32</b>



**11-14 FEBRUARY 2019****Cluster 7****Region 10**

<b>Training Schedule</b> <b>(Division of Bukidnon should be represented by more participants)</b>	<b>No. of slots</b>
High Level Participants (13-14 February 2019)	17
Administrative Support Personnel (11-14 February 2019)	17
<b>Total</b>	<b>34</b>

**Region 12**

<b>Training Schedule</b> <b>(Division of Cotabato should be represented by more participants)</b>	<b>No. of slots</b>
High Level Participants (13-14 February 2019)	12
Administrative Support Personnel (11-14 February 2019)	12
<b>Total</b>	<b>24</b>

**Cordillera Administrative Region (CAR)**

<b>Training Schedule</b>	<b>No. of slots</b>
High Level Participants (13-14 February 2019)	11
Administrative Support Personnel (11-14 February 2019)	11
<b>Total</b>	<b>22</b>

**Autonomous Region in Muslim Mindanao (ARMM)**

<b>Training Schedule</b>	<b>No. of slots</b>
High Level Participants (13-14 February 2019)	12
Administrative Support Personnel (11-14 February 2019)	12
<b>Total</b>	<b>24</b>

---