



Republic of the Philippines
Department of Education
REGION I



SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
DM-2021-277

TO : Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division (CID)
Chief, School Governance and Operations Division (SGOD)
Administrative Officer V
Heads of Public Elementary and Secondary Schools

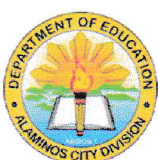
FROM : Office of the Schools Division Superintendent

SUBJECT : **CREATION OF MS TEAMS FOR DEPED REGION I SCHOOL ICT COORDINATORS**

DATE : September 13, 2021

1. In reference to the Regional Memorandum No. 1002, s. 2021 dated September 7, 2021 and in response to Mr. Kristian Alan Catahan of Microsoft Philippines requesting the creation of MS Teams for all DepEd Region 1 School ICT Coordinators, a team site will be created using MS Teams called "DepEd Microsoft Center" comprising of all school ICT coordinators and other school representatives from the Region I.
2. The goal of Microsoft in this initiative is to strengthen its relationship to all schools, from teachers to learners and promote a more transparent and convenient support system for the schools.
3. Specifically, the proposed creation of Teams with all ICT Coordinator aims to:
 - a. share all Microsoft resources (tutorials, manuals, lecture videos / presentations) immediately and conveniently,
 - b. share Microsoft-related announcements only to the schools (with the approval of the Regional ITO and Division ITOs), and
 - c. answer questions specific Microsoft products.
4. Similarly, the creation of this Teams will not be used for the following purposes:
 - a. process the accounts (password resets, creation of new accounts, etc). It is within the sole jurisdiction of the central office and all its subsidiaries (the region and division offices) to process these and not Microsoft,
 - b. mention anything that is confidential to the central office and all its subsidiaries (planned programs, events, and other activities initiated by DepEd), and

With hundred reasons to serve!



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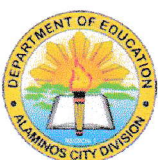
- c. conduct orientations, webinars, or any sort of engagement without the written consent of the DepEd central office, Regional Director, Regional ITO, Schools Division Superintendents, Division ITOs, and other stakeholders. A memo will be issued first, before making announcements of any kind.

5. The steps on how to join are as follows:
 - a. go to teams.microsoft.com
 - b. make sure to sign-in using your @r1.deped.gov.ph email
 - c. go to join or create team and put the join code: 5vzx0ub

6. For information, guidance, and compliance.

LORNA G. BUGAYONG PhD, CESO V
Schools Division Superintendent

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