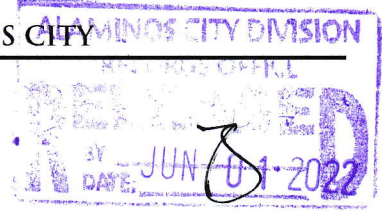






Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

**Office of the Schools Division Superintendent**



**DIVISION MEMORANDUM**  
**DM-2022-196**

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

SUBJECT : **MICROSOFT TEACH-BACK ENABLEMENT TRAINING PROGRAM – SESSION 3 (Future Ready Skills and Office 365 Tips and Tricks)**

FROM : Office of the Schools Division Superintendent

DATE : June 1, 2022

1. Pursuant to the OUA Memo 00-0422-0098 dated 18 April 2022, the Office of the Undersecretary for Administration (OUA), through the Information and Communication Technology Service – Educational Technology Unit (ICTS-EdTech), in collaboration with Microsoft Philippines, will conduct the **third session of the Microsoft Teach-Back Enablement Program** focuses on the **Future Ready Skills and Office 365 Tips and Tricks** that will be facilitated by the future Microsoft Education Ambassadors of this division. The training will be on **Saturday, June 11, 2022, from 8:30 A.M. to 12 P.M. through Microsoft Teams (<https://bit.ly/MS365S3>)**.
2. The participants in this training program are all teaching and non-teaching personnel holding a permanent position. Please secure an account in the Professional Development – Learning Management System (PD-LMS) through the website ***training.deped.gov.ph*** if you have none before the training proper.
3. Certificate will be given through the said system after the session. The code that will be used to access the system will be given after the training program.
4. For any questions or support needed, you may reach out the following future Microsoft Education Ambassadors:

***With hundred reasons to serve!***



Address: San Jose Drive, Poblacion, Alaminos City, Pangasinan  
Telephone Number: (075) 205 - 0644  
Website: [depedalaminoscite.com](http://depedalaminoscite.com)  
Email Address: [alaminos.city@deped.gov.ph](mailto:alaminos.city@deped.gov.ph)





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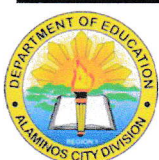
Name	Position	School	Email Address
Carlo B. Agustin	IT Officer I	SDO Alaminos City	carlo.agustin@deped.gov.ph
Dr. Raquel R. Rivera	Master Teacher I	Alaminos City NHS	raquel.rivera@deped.gov.ph
Alphie Z. Dauplo	Master Teacher I	Cayucay ES	alphie.dauplo@deped.gov.ph
Keith V. Garcia	SEPS II	SDO Alaminos City	keith.garcia@deped.gov.ph
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Nur Jinnah T. Ragudos	Teacher III	Popantay ES	nurjinnah.ragudos@deped.gov.ph
Kristoffer A. Rivera	Teacher III	San Vicente ES	kristoffer.rivera001@deped.gov.ph
Apple Grace R. Beniola	Administrative Officer I	Alaminos City CS	applegrace.beniola@deped.gov.ph

5. For information, guidance, widest dissemination and strict compliance.

**LORNA G. BUGAYONG PhD, CESO V**  
*Schools Division Superintendent*

  
ORLANDO J. GUERRERO EdD  
Chief Education Supervisor - CID

***With hundred reasons to serve!***



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