



Republic of the Philippines
Department of Education
 Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



29 April 2024

DIVISION MEMORANDUM
 No. 246 s. 2024

**SURVEY ON ACTIVATED MICROSOFT 365 ACCOUNTS AND
 SELF-ASSESSMENT GUIDE FOR MICROSOFT 365 APPLICATIONS**

**TO : Assistant Schools Division Superintendent
 SDO Chiefs & SDO Section/Unit Heads & Staff
 Education Program Supervisors
 Public Schools District Supervisors
 School Heads
 District/School ICT Coordinators
 All others concerned**

1. Pursuant to the attached Regional Memorandum No. 496 s. 2024 dated April 23, 2024, entitled **“Survey on Activated Microsoft 365 Accounts”** and Regional Memo No. 497 dated April 23, 2024, entitled **“Self-Assessment Guide for Microsoft 365 Applications”**, the School Heads(thru the School ICT Coordinators) and Section/Unit Heads are requested to accomplish the attached template (Enclosure 1) or the link below for the survey list of activated/unactivated MS 365 accounts of DepEd personnel:

| TEAMS GROUP LINKS & QR CODES | MS 365 Account to Log-In |
|--|--|
| https://bit.ly/ICTCoorTeamsGroup  | School Account and ICT Coordinators <i>(Teams Name: SDO CTD-ICT Coordinators Team)</i> |
| https://bit.ly/SDOTeamsGroup  | SDO Personnel <i>(Teams Name: SDO Catanduanes Personnel & Staff)</i> |

2. For the Self-Assessment Guide for Microsoft 365 Applications, all DepEd personnel(both school and SDO Personnel) of SDO Catanduanes are encouraged to accomplish this link: https://bit.ly/SAG_M365 to address any knowledge gaps and ensure effective utilization of the provided tools and services incorporated in MS 365 Account. Other important details are indicated in the said Regional Memorandum.



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3. These reports are due until **May 10, 2024** at the ICTU office both the accomplished hardcopy and softcopy for consolidation and submission to the Regional and Central Offices on May 15, 2024 to assess the number of personnel who have activated MS 365 accounts to equip its workforce with the necessary tools for success in today's digital era, encouraging innovation and productivity across all levels.
4. For inquiries/concerns about this memorandum, please contact the ICTU Office via email at ictunit.ctd@deped.gov.ph.
5. Immediate dissemination of and strict compliance with this memorandum is desired.


SOCORRO V. DELA ROSA CESO V
Schools Division Superintendent

DepEd Accounts-MS 365/ICTU
4-29-24/jbm



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Enclosure 1

STATUS OF MS 365 OF TEACHERS/ NON-TEACHING PERSONNEL AS OF APRIL, 2024

School: _____
 School ID: _____

Accomplished by: _____
 Date Accomplished: _____

| No | Name of Teachers/Non Teaching Personnel | Position Title | Age | Sex | MS 365 Account(s)-2) | MS 365 Account | STATUS OF MS 365 ACCOUNT | | | Reason's for having Unactivated MS 365 Account | Plan of Action (RESET, RENAME, DELETE MS 365 Account | |
|----------------|---|----------------|-----|-----|----------------------|----------------|--------------------------|-----------|-------------|--|--|--|
| | | | | | | | FOR CREATION | ACTIVATED | UNACTIVATED | | | |
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | |
| School Account | | | | | | | | | | | | |

TOTAL ACTIVE MS 365 ACCOUNTS: _____
 TOTAL INACTIVE MS 365 ACCOUNTS: _____

STATUS OF MS 365 OF SDO Personnel as of APRIL, 2024

OFFICE/SECTION: _____

DATE ACCOMPLISHED: _____

ACCOMPLISHED BY: _____

| No | Name of SDO Personnel | Position Title | Age | Sex | MS 365 Account | STATUS OF MS 365 ACCOUNT | | Reason/s for having Unactivated MS 365 Account | Plan of Action (RESET, RENAME, DELETE MS 365 ACCOUNT) |
|----|-----------------------|----------------|-----|-----|----------------|--------------------------|-----------|--|---|
| | | | | | | FOR CREATION | ACTIVATED | | |
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |

TOTAL ACTIVE MS 365 ACCOUNTS: _____

TOTAL INACTIVE MS 365 ACCOUNTS: _____



Republic of the Philippines
Department of Education
 REGION V - BICOL



23 April 2024

REGIONAL MEMORANDUM

No. ___ s. 2024

00496

SURVEY ON ACTIVATED MICROSOFT 365 ACCOUNTS

To : Assistant Regional Director
 Schools Division Superintendents
 Regional Chiefs of Functional Divisions/Sections/Units
 Public Elementary and Secondary School Heads
 Teaching and Non-Teaching Personnel
 All Concerned

- In line with the Microsoft 365 Adoption protocol (OUA-OUT-011023-010), the Department of Education (DepEd) is dedicated to improving collaboration and performance through technology. As part of this commitment, all DepEd employees have their Microsoft 365 accounts activated. This initiative underscores DepEd's determination to equip its workforce with the necessary tools for success in today's digital era, encouraging innovation and productivity across all levels.
- Starting from February 1, 2023, all DepEd staff began utilizing a unified DepEd email address to send and receive emails via their individual Microsoft Outlook accounts (accessible through outlook.office.com). Additionally, employees working in DepEd Region 5, both in regional and field offices, are encouraged to embrace Microsoft 365 applications and productivity tools.
- The survey on activated Microsoft 365 accounts aims to assess the number of personnel who have activated Microsoft accounts. The regional and division Information Technology Officers (ITO) and the school heads are advised to lead the survey guided by the following structured procedures.

| Phase | Regional Level | Division Level | School Level |
|-----------------|--|--|---|
| Preparation | RITO to communicate the purpose and importance of the survey to RD, ARD, and personnel, emphasizing the need for their cooperation | DITO to communicate the purpose and importance of the survey to SDS, ASDS, division personnel, and school heads emphasizing the need for their cooperation | School Head to communicate the purpose and importance of the survey to school personnel, emphasizing the need for their cooperation |
| | RITO to prepare survey materials | DITO to prepare survey materials | School Head to prepare survey materials |
| | Ensure issuance of Office Memorandum regarding the conduct of the survey | Ensure issuance of Office Memorandum regarding the conduct of the survey | Ensure issuance of Office Memorandum regarding the conduct of the survey |
| Data Collection | RITO to distribute the survey materials to all functional division. | DITO to distribute the survey materials to all functional | School head to distribute the survey materials to |



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|---------------|---|--|--|
| | units or sections, either electronically or in hard copy, depending on the preferred method of data collection. | division, units or sections, either electronically or in hard copy, depending on the preferred method of data collection. | all school personnel, either electronically or in hard copy, depending on the preferred method of data collection. |
| | Provide clear instructions on how to complete the survey and where to submit the responses. | Provide clear instructions on how to complete the survey and where to submit the responses. | Provide clear instructions on how to complete the survey and where to submit the responses. |
| | Monitor the progress of data collection and address any issues or concerns raised by ROV personnel. | Monitor the progress of data collection and address any issues or concerns raised by SDO personnel. | Monitor the progress of data collection and address any issues or concerns raised by school personnel. |
| Data Analysis | Compile and organize the survey responses to facilitate analysis. | Compile and organize the survey responses to facilitate analysis. | Compile and organize the survey responses to facilitate analysis. |
| | Analyze the data to determine the percentage of personnel with activated Microsoft accounts in each RO V FD and unit/section. | Analyze the data to determine the percentage of personnel with activated Microsoft accounts in each SDO FD and unit/section. | Analyze the data to determine the percentage of personnel with activated Microsoft accounts in school. |
| | Identify any discrepancies or areas of concern that may require further investigation. | Identify any discrepancies or areas of concern that may require further investigation. | Identify any discrepancies or areas of concern that may require further investigation. |
| Submission | RITO to combine the RO, SDO and school data. | DITO to combine the SDO and school data. Forward the combined data to RITO | School Head to forward the data to the SDO through the DITO |
| Reporting | RITO to present results of survey to RD, ARD and other members of the execom | DITO to present results of survey to SDS, ASDS and other members of the execom | School Head to present the results of the survey to personnel |
| Follow-Up | RITO and concerned RO V personnel to implement any | DITO and concerned SDO personnel to implement any | School Head with technical support of DITO and |



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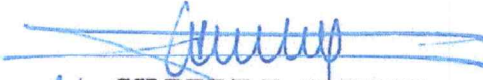
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REGION V - BICOL

| | | | |
|--|---|---|---|
| | necessary corrective actions based on the findings and recommendations of the survey. | necessary corrective actions based on the findings and recommendations of the survey. | concerned school personnel to implement any necessary corrective actions based on the findings and recommendations of the survey. |
| | Provide feedback to RO V personnel on the survey results and the steps taken to address any identified issues. | Provide feedback to SDO personnel on the survey results and the steps taken to address any identified issues. | Provide feedback to school personnel on the survey results and the steps taken to address any identified issues. |
| | Plan for future surveys to monitor progress and ensure ongoing compliance with Microsoft account activation requirements. | Plan for future surveys to monitor progress and ensure ongoing compliance with Microsoft account activation requirements. | Plan for future surveys to monitor progress and ensure ongoing compliance with Microsoft account activation requirements. |

4. Please use the enclosed templates for summarizing survey results. Ensure accuracy, clarity, and timely submission.
5. Immediate dissemination of and strict compliance with this Memorandum is desired.


w **GILBERT T. SADSAD**
Regional Director

Encls:As stated
To be indicated in the Perpetual Index
under the following subjects:
ICT/SURVEY

ORD-ICTU/sdj
4/11/2024



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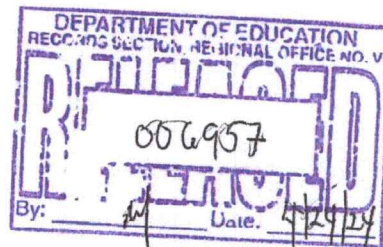
region5@deped.gov.ph

RO Summary of Activated MS 365 Accounts

| RO V | Total Number of Employees | Number of Employees with Activated M365 Account |
|------|---------------------------|---|
| ORD | | |
| PPRD | | |
| AD | | |
| FD | | |
| CLMD | | |
| ESSD | | |
| HRDD | | |
| FTAD | | |
| QAD | | |



Republic of the Philippines
Department of Education
 REGION V - BICOL



23 April 2024

REGIONAL MEMORANDUM

No. ___ s. 2024

00497

SELF-ASSESSMENT GUIDE FOR MICROSOFT 365 APPLICATIONS

To : Assistant Regional Director
 Schools Division Superintendents
 Regional Chiefs of Functional Divisions/Sections/Units
 Public Elementary and Secondary School Heads
 Teaching and Non-Teaching Personnel
 All Concerned

1. In accordance with OUA-OUT-011023-010 titled Microsoft 365 Adoption, the Department of Education (DepEd) offers a range of tools and services aimed at fostering collaboration and communication among its employees, teachers, and students, thereby enhancing task performance. These tools and services are acquired by DepEd in support of its educational mission and commitment to public service. To fully leverage the potential of these productivity tools, it is emphasized that all DepEd employees are provisioned with Microsoft 365 accounts.

2. Given the mandate requiring all Department of Education (DepEd) employees to be provided with Microsoft 365 accounts, it becomes imperative to assess the familiarity of DepEd personnel with the Microsoft 365 applications. This assessment is crucial as it will inform the design and implementation of skill development activities tailored to address any knowledge gaps and ensure effective utilization of the provided tools and services.

3. To streamline this process, this Office through the ICTU in collaboration with the DCP Trainers based in the regional office has created an online **SELF-ASSESSMENT GUIDE FOR MICROSOFT 365 APPLICATIONS** which can be accessed via the link or by scanning the QR code below.

https://bit.ly/SAG_M365



5. Immediate dissemination of and strict compliance with this Memorandum is desired.


GILBERT T. SADSAD
 Regional Director

Encls:As stated
 To be indicated in the Perpetual Index
 under the following subjects:
 ICT/TNA/ ASSESSMENT

ORD-ICTU/sdj
 4/11/2024



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