



Republic of the Philippines  
**Department of Education**  
MIMAROPA Region  
**SCHOOLS DIVISION of MARINDUQUE**

Department of Education  
Division of Marinduque  
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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

**TO:** Public Elementary and Secondary School Heads  
All Others Concerned

**FROM:**   
ELSIE T. BARRIOS, PhD  
Schools Division Superintendent

**SUBJECT:** VIRTUAL ORIENTATION ON DISTRIBUTION OF MICROSOFT  
ACCOUNTS FOR TEACHING AND NON-TEACHING PERSONNEL  
AND LEARNERS

**DATE:** June 10, 2021

1. In reference to **OUA Memorandum No. 00-0521-0085** dated May 12, 2021 titled **DISTRIBUTION OF MICROSOFT ACCOUNTS**, the Information and Communications Technology (ICT) Unit will be conducting a Virtual Orientation on the Distribution of ICTS-issued DepEd Microsoft O365 accounts on June 14, 2021 at 9:00 AM via MS Teams. Link will be provided by the External Trainer from Microsoft Philippines before the scheduled date.
2. Participants in this activity are the School ICT Coordinators for ICT Related Programs and Projects.
3. For information and compliance.

*"DepEd Marinduque: Heart of the Philippines  
Lead to Excel, Excel to Lead"*



Malusak, Boac, Marinduque

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Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION



Office of the Regional Director

**MEMORANDUM**

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**

**FROM :** **NICOLAS T. CAPULONG, PHD., CESO V**  
DIRECTOR IV  
REGIONAL DIRECTOR

**SUBJECT :** **DISTRIBUTION AND ACTIVATION OF O365 ACCOUNTS AND  
ORIENTATION ON THE LINKEDIN PROGRAM FOR SENIOR HIGH  
SCHOOL STUDENTS**

**DATE :** **June 3, 2021**

The Information and Communications Technology Service (ICTS) and Microsoft Philippines conducted an orientation on the O365 Distribution and Activation and LinkedIn Program.

In order to further the deployment of the automated account distribution tool, it is recommended that the Schools Division Offices coordinate with Mr. Kristian Alan Catahan, a Microsoft Philippines representative, in orienting the School ICT Coordinators, teachers and students regarding this matter on a preferred schedule.

Furthermore, the School ICT Coordinators may refer to the attached instructions on the deployment and activation of M365 Accounts.

For more information, concerns or clarifications, kindly contact Mr. Catahan, Microsoft Philippines, thru email at [trainer.kcatahan@deped.gov.ph](mailto:trainer.kcatahan@deped.gov.ph).

For information and strict compliance.

Reference:

OUA-MEMO\_0521147 Orientation on the LinkedIn Program and 0365 Distribution and Activation\_2021\_05\_21

ORD-ICTU/ART



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