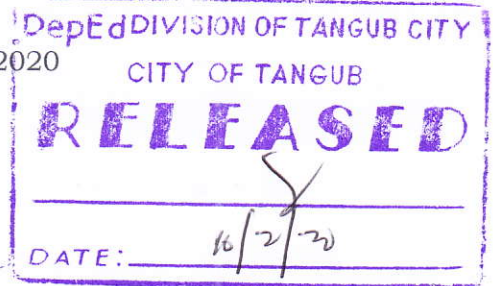




October 2, 2020



**DIVISION MEMORANDUM**

No. **223**, s. 2020

**ORIENTATION ON THE GUIDELINES ON THE USE AND ADMINISTRATION OF  
G SUITE AND MICROSOFT 365 FOR EDUCATION**

To: All School ICT Coordinators  
This Division

1. The Department of Education continues with its aim of improving governance by providing tools that promote a culture of collaboration and communication and improve performance tasks.
2. All regular employees and public school learners of the Department of Education shall be assigned a G Suite for Education and a Microsoft 365 Education user account.
3. With this, an online orientation shall be conducted on the guidelines on the use of the said accounts for all School ICT Coordinators on October 7, 2020 at 1:00 PM through this link: ***bit.ly/ICTTanguborientation***.
4. Immediate and wide dissemination of this Memorandum is desired.

**AGUSTINES E. CEPE, CESO V**  
Schools Division Superintendent

AEC/ama/10022020

