



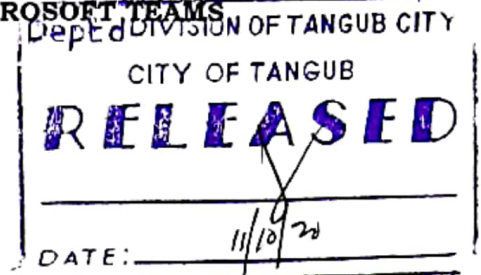
November 10, 2020

DIVISION MEMORANDUM

No. 258, s. 2020

ONLINE WEBINAR ON INTRODUCTION TO OFFICE 365 AND REMOTE LEARNING USING MICROSOFT ONENOTE AND MICROSOFT TEAMS

To: District In-Charge
Principals/Head Teachers/TICs
School ICT Coordinators
Public Elementary and Secondary Schools
This Division



1. In line with the Department's mandate to provide ICT updates to schools, an online webinar shall be conducted on November 16, 2020. The link will be provided on our Facebook group.
2. The online webinar aims to:
 - a. provide updates on the use of Microsoft Office 365 for teaching and learning;
 - b. equip participants with the new skills in administering Microsoft Office 365; and
 - c. train the trainers on remote learning using Microsoft Office 365.
3. Participants to this online webinar are the School ICT Coordinators of every school.
4. District In-Charge of the four districts are requested to facilitate in the checking of attendance as well as provide venue with internet connection for the participants under their district.
5. Health and safety protocols as prescribed by the Inter-Agency Task Force on Emerging Infectious Disease (IATF-EID) and the Department of Health (DOH) shall be strictly observed in each venue.
6. Enclosed is the training matrix and the list of participants.
7. Meals, snacks and venue/electricity expenses are chargeable against DCP funds (AC-20-6271-DCP-P002) subject to the usual accounting and auditing rules and regulations.
8. Immediate and wide dissemination of this Memorandum is desired.

AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

AEC/ama/11102020

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LIST OF PARTICIPANTS

Online Webinar on Introduction to Office 365 and Remote Learning Using Microsoft Onenote and Microsoft Teams
November 16, 2020

Names	Designation	School
Floresil C. Enayo (Speaker)	T-I	Tangub City National High School
Stanley T. Amen	T-II	Tangub City National High School
Jerold B. Ledres	T-I	Tangub City Central School
Edgardo G. Malaubang, Jr.	T-III	Baluc Elementary School
Russel A. Del Fierro	T-III	Barangay Tres Elementary School
Leah Fe T. Ordeniza	T-I	Bongabong Elementary School
Maryle Rose T. Retuya	T - I	Katagan Elementary School
Jeanette D. Abellana	T-I	Kauswagan Elementary School
Lovely Fair M. Petiluna	T-I	Kimat Elementary School
Jelly A. Antipuesto	T-I	Lumban Elementary School
Rebecca S. Llegunas	T-I	Polao Integrated School
Elena N. Suero	T-I	Polao Integrated School
Estrella O. Alcosoba	T-I	San Apolinario Elementary School
Merwin Lhing R. Malaubang	T-III	Sta. Cruz Elementary School
Rovileza T. Opeña	T-I	Sto. Niño Elementary School
PATERNO U. ARSINO, JR.	T1	Bongabong National High School
Welby B. Rico	T - I	Mayor Alfonso Tan High School
Janet B. Abarco	MT-1	Sta. Maria Central School
ANNE CHRISTY E. SALVADOR	T-III	Banglay Elementary School
Mae Ladylou Z. Pinote	T-I	Bitoon Primary School
GERALDINE M. RIZALES	T-I	Capalaran Elementary School
MELANIE D. APILAN	T-I	Capalaran West Elementary School
Rona Mae B. Cajeta	T-I	Hoyohoy Elementary School
Marycris A. Geralde	T-II	Isidro D. Tan Elementary School
Raquel B. Lungay	T-I	Maloro Integrated School
Carl O. Palahang	T-I	Maloro Integrated School
Welvina C. Revelo	T-II	Manga Elementary School
RHODA MAE P. ABATAYO (Speaker)	T-I	Minsubong Elementary School
CHARENCE A. YACK	T-III	Salimpuno Elementary School
MAE S. JURADO	T-I	Silanga Elementary School
CHRISTINE G. TURTOGO	T-III	Tituron Elementary School
Laliane S. Taga-an	T-I	Villaba Elementary School
Janeth U. Tigol	T-I	Banglay National High School
Aries J. Jimenez	T-I	Santa Maria National High School
Arnel S. Cubero	T-I	Lorenzo Tan Memorial Central School
Renald J. Pangasian	T-I	Aquino Elementary School
GYLIAN R. COMPAYAN	T-I	Garang Elementary School
Naome L. Guba	T-III	Labuyo Elementary School
Ruem S. Bagaboyboy Jr.	T- II	Maquillao Integrated School
Psyche M. Fabria	T-I	Maquillao Integrated School
Rhea Mae E. Caparoso	MT - 1	Pangabuan Beach Elementary School

Jennefer S. Crausus	T-I	Pangabuan Integrated School
Verna M. Torillo	T-III	Pangabuan Integrated School
Liezel V. Antonio	T-III	Prenza Elementary School
Emelyn C. Balarote	T-I	San Antonio Elementary School
Ana Michelle T. Canete	T-I	Taguete Elementary School
Carem D. Fajardo	T-I	Vidasto Carillo Memorial Elementary School
FERLITA L. LEGASPI	T-III	Canlangan National High School
Norbil Q. Julio III	T-I	Lorenzo Tan National High School
Mary Chrys M. Comison	T-I	Sumirap Central School
Antony Gil M. Rodriguez	T-I	Balatacan Elementary School
ROSE ANGELIE D. CALDA	T-I	Balatacan Beach Primary School
Paul Alen B. Rodriguez	T-I	Bintana Integrated School
Ehlvetch L. Goya	T-I	Bintana Integrated School
JACKELYN A. NERICUA	T-1	Bocator Elementary School
JOSEPH H. MALALIS	T-III	Guinabot Elementary School
Daisy F. Igno	T-I	Guinalaban Elementary School
April Rose B. Pondoc	T-I	Kampit Primary School
Marlon C. Salvador	T-I	Matugnao Elementary School
Richel E. Consumo	T-I	Owayan Elementary School
Rizel Marie C. Estomata	MT-1	Paiton Elementary School
Jocelyn A. Azcona	MT-II	Panalsalan Elementary School
Ken Wella T. Ocampos	T-I	San Vicente Elementary School
James Michael M. Troniado	T-III	Sicot Elementary School
REYMOND L. LUGAGAY	T-I	Silangit Elementary School
Joanne T. Bation	T-I	Simasay Elementary School
Marivic O. Serdoncillo	T-I	Tugas Elementary School
Cylah Mae A. Ewican	T-1	Tumatyag Primary School
MARY JEAN T. DOMINGUEZ	T - I	Silangit National High School
Michael Angelo G. Mayordo	T-I	Simasay National High School
Christopher S. Semilla	T-III	Sumirap National High School
Christopherson C. Saavedra (Speaker)	T-II	Sumirap National High School
Sherly C. Alivio	District In-Charge	Southwest District
Shieldon F. Honculada	District In-Charge	Central District
Jolito P. Vince	District In-Charge	South District
Eleazar B. Peñonal	District In-Charge	North District



**ONLINE WEBINAR ON INTRODUCTION TO OFFICE 365 AND
REMOTE LEARNING USING MICROSOFT ONENOTE AND MICROSOFT
TEAMS**

TRAINING MATRIX


November 16, 2020
8:30 AM – 5:00 PM

TIME	TOPIC	Person In-Charge
8:30 – 10:30	Introduction to Office 365	Mrs. Alden M. Antonio
10:30 – 10:45	SNACKS	
10:45 – 12:00	Keeping Students Engaged through Remote Learning	Mr. Alden M. Antonio
11:00 – 12:00	DepED Email Registration/Resetting/Approval	Mr. Alden M. Antonio
12:00 – 1:00	LUNCH BREAK	
1:00 – 3:00	Keeping Students Engaged through Remote Learning	Mrs. Rhoda Mae P. Abatayo
3:00 – 3:10	SNACKS	
3:10 – 5:00	Quizzes and Assignments Inside Microsoft Teams	Mr. Christopherson C. Saavedra

Prepared by:


ALDEN M. ANTONIO
Information Technology Officer I

Approved:


AGUSTINES E. CEPE, CESO V
Schools Division Superintendent