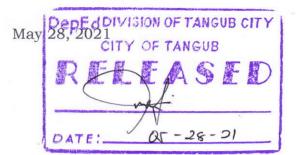


DIVISION MEMORANDUM No. 109, s. 2021



ONLINE ORIENTATION ON THE DEPLOYMENT AND ADMINISTRATION OF LEARNER G-SUITE AND MS OFFICE 365 ACCOUNTS

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

1. Pursuant to OUA Memo No. 00-0820-0130 entitled "Guidelines on the Use and Administration of G Suite and Microsoft 365 for Education" and OUA Memo No. 00-0521-0085 entitled "Distribution of Microsoft Accounts", an online orientation shall be conducted on June 1, 2021 at 9:00 AM through MS Teams.

2. Participants to this online orientation will be the School Heads and School ICT Administrators of every school.

3. The link to this training is *bit.ly/ICTandSHtraining*.

3. Immediate and wide dissemination of this Memorandum is desired.

AGUSTINES É. CEPE, CESO V Schools Division Superintendent

AEC/ama/05282021

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