



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 E. CEPE, CESO V
Schools Division Superintendent 

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