



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SAN JOSE DEL MONTECITY
PARTIDA ELEMENTARY SCHOOL

Office of the Principal

May 24, 2021

SCHOOL MEMORANDUM

No. 15, s. 2021

To: All Teachers

**ORIENTATION OF TEACHERS AND DISTRIBUTION OF
DEPED MICROSOFT 0365 LEARNER'S ACCOUNT**

1. This office announces the conduct of Orientation of Teachers and Distribution of DepEd Microsoft 0365 Learner's Account on **May 24, 2021, 1:00pm to 5:00pm via Google Meet.**
2. The objectives of this activity are the following:
 - a. To inform teachers about the DepEd Microsoft 0365 Learner's Account.
 - b. Help parents and learners to create their DepEd Microsoft 0365 Learner's Account.
 - c. Appreciate the importance of having DepEd Microsoft 0365 Learner's Account.
3. Participants of this activity are the 43 teaching personnel and the School Head of Partida Elementary School.
4. See enclosure 1, 2, & 3 for the Training Matrix, Program and Technical Working Committee.
5. Immediate and wide dissemination of this Memorandum is desired.


CAROLYN W. OLIVEROS
Principal I



Address: Sitio Partida Brgy. Muzon, City of San Jose del Monte Bulacan
Official Email Add: 162507.sjdmc@deped.gov.ph
Contact Number: 0917-500-5966 (call only)



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ACTIVITY DESIGN

I. Activity Title:

Orientation of Teachers and Distribution of DepEd Microsoft 0365 Learner's Account

II. Objective:

1. To inform teachers about the DepEd Microsoft 0365 Learner's Account.
2. Help parents and learners to create their DepEd Microsoft 0365 Learner's Account.
3. Appreciate the importance of having DepEd Microsoft 0365 Learner's Account.

III. Setting of Venue and Date

- A. Venue: Google Meet
B. Date: May 24, 2021
C. Time: 1:00 pm – 5:00pm

IV. Participants

Teachers	43
School Head	$\frac{1}{44}$

IV. Budgetary Requirements

None

VI. Source of Funds

None

Prepared by:


ZORAIDA N. ABELILLA
ICT Coordinator

Approved by:


CAROLYN W. OLIVEROS
Principal I



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(Enclosure 1 to School Memorandum 16 s. 2021)

TRAINING MATRIX

Time	Program	Facilitator's
1:00 – 1:30 A.M.	Opening Program Prayer National Anthem Roll Call	PES ICT Team
1:30 – 1:45	Rationale	Carolyn W. Oliveros
1:45 – 3:40	Orientation of Teachers about DepEd Microsoft 0365 Learner's Account: The What and How	Zoraida N. Abelilla
3:45 – 4:30	Open Forum	Zoraida N. Abelilla Carolyn W. Oliveros
4:30 – 5:00	Closing Program	Ma. Teresa Macalino

Prepared by:


ZORAIDA N. ABELILLA
ICT Coordinator

Approved by:


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(Enclosure 2 to School Memorandum 16 s. 2021)


PROGRAM

Program	Facilitators
Opening Program Prayer National Anthem Roll Call	PES ICT Team
Rationale	Carolyn W. Oliveros
Orientation of Teachers about DepEd Microsoft 0365 Learner's Account: The What and How	Zoraida N. Abelilla
Open Forum	Zoraida N. Abelilla Carolyn W. Oliveros
Closing Program	Ma. Teresa Macalino

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(Enclosure 3 to School Memorandum 15 s. 2021)

TECHNICAL WORKING COMMITTEE
Orientation of Teachers and Distribution of DepEd Microsoft 0365 Learner's Account

Chairman: Carolyn W. Oliveros

Members:

Luz M. Diamante
Rodalyn O. Gaspar
Lorilie D. Dupagan
Mariel G. Gojo Cruz

Ma. Teresa M. Macalino
Abigael C. Torrero
Adrian I. Gojo Cruz
Mirasol D. Ladot

Resource Person:

Zoraida N. Abelilla



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