



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY



July 26, 2021

DIVISION MEMORANDUM

No. 196 s. 2021

**DIVISION ONLINE TRAINING ON USING MICROSOFT OFFICE 365 FOR SCHOOL-BASED AND
DIVISION NON-TEACHING PERSONNEL**

TO: Assistant Schools Division Superintendent
Chief ES, School Governance and Operations Division
OIC, -Chief ES, Curriculum Implementation Division
Heads, Public Elementary and Secondary Schools

1. Pursuant to D.O 40, s. 2020 titled "Guidelines on the Implementation of Learning and Development (L&D) for Non-Teaching Personnel in the Department of Education (DepEd) in View of the COVID-19 Pandemic", the Schools Division Office of Angeles City, through the Human Resource Development Unit, shall conduct a Division Online Training on Microsoft Office 365 for School-Based and Division Non-Teaching Personnel on August 9-10, 2021, from 8:00 A.M.-12:00 N.N. via MS Teams. Link will be sent via email.
2. Specifically, the online training aims to:
 - 2.1 Discuss the importance of using the Microsoft Office 365 account.
 - 2.2 Support the migration of Microsoft Teams as an official platform for communication.
 - 2.3 Capacitate the personnel in using the Microsoft Teams
3. The participants are the select school- based and division non- teaching personnel (administrative aides, administrative assistants and administrative officers and registrars). They are reminded to wear appropriate attires during the sessions and choose study spaces in their offices/homes that are free from noise and other disruptions. Likewise, they are required to register online on or before July 30, 2021 using the link <https://bit.ly/NTPTraining>
4. Immediate dissemination and strict compliance with the contents this Memorandum is earnestly desired.

MA. IRELYN P. TAMAYO PhD, CESE
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