



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

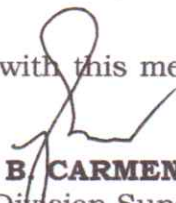
24 January 2023

Division MEMORANDUM
No. 279, s. 2023

**ORIENTATION ON THE MICROSOFT 365 ADOPTION TO THE TEACHING AND
NON-TEACHING PERSONNEL**

To: PSDS and District In-Charge
All Teaching and Non-Teaching Personnel
This Division

1. Pursuant to DepEd Memorandum OUA-OUT-011023-010 dated January 12, 2023, entitled "Microsoft 365 Adoption", the Information and Communication Technology (ICT) Unit will conduct an orientation on all teaching and non-teaching personnel on **January 26, 2023, 12:30 – 1:30 pm** via Microsoft Teams with the link <https://tinyurl.com/DepEdSursurM365Adoption>.
2. The purpose of this orientation is to discuss the DepEd Memorandum on Microsoft 365 adoption.
3. The participants of this orientation are all Teaching and Non-Teaching Personnel.
4. Teaching and Non-teaching personnel are advised to attend the orientation.
6. Attendance is a must. The School ICT Coordinator will check the attendance and the District ICT Coordinators will consolidate the attendance list in their respective districts and will submit it to the Division ICT Email address **surigaodelsur.ictunit@deped.gov.ph**.
7. The participants in their respective schools and offices are advised to gather in one room and use one laptop.
8. All personnel are advised to migrate all their files from Google Drive to One Drive. The steps will be discussed in the orientation. The deadline for the migration of documents is until **January 31, 2023**.
9. For queries or concerns, please contact the Division Information and Technology Officer **Mr. Marvin G. Minguillan**.
10. Immediate dissemination and strict compliance with this memorandum are highly desired.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent





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Encl.: OUA-OUT-011023-010

To be indicated in the Perpetual Index
under the following subjects:

MGM/DM-MEMO ORIENTATION ON THE MICROSOFT 365 ADOPTION TO ALL DEPED SURIGAO DEL SUR
PERSONNEL

059 /January 24, 2023

