



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
Tayum St., Barangay 8, Kabankalan City, Negros Occidental
Tel. No. (034) 471-2003 • (034) 471-2454



AUTHORITY TO TRAVEL

CONTROL NO:

14261

REGION VI - WESTERN VISAYAS

BUREAU/DIVISION/SCHOOL:

SDO Kabankalan City

Date of Filing:

October 28, 2019

NAME

ARCHIEBAL A. POYOGAO

Position/Designation

ITO-I

Permanent Station

SDO Kabankalan City

Purpose of Travel

To attend the O365 Empowerment Workshop-Training for DepEd IT Officers

Activity Organized/ Sponsored By

ICTs/Microsoft Philippines

Period Covered*(Inclusive of Travel Time)*

November 3-9, 2019

Please Check

Official Business



Official Time

Venue/Destination

Tacloban

Expenses Covered

(subject to the usual accounting and auditing rules and regulations)

**Fund Source
(Pap Code/...)**

Downloaded Funds/DCP 2018 Funds

Recommending Approval:
PETER J. GALIMBA

Asst. Schools Division Superintendent

Date: _____

Approved:
PORTIA M. MALLORCA, CESO V

Schools Division Superintendent

Date: _____



Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
Pasig City, Philippines

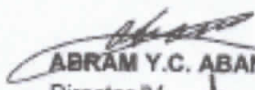
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0513-2019

Office of the Director

MEMORANDUM

For : Regional Directors and BARMM Education Minister
Schools Division Superintendents
Regional and Division Information Technology Officers

From : 
ABRAM Y.C. ABANIL
Director IV +

Subject : **Advisory on Change of Date of the O365 Empowerment
Workshop-Training for DepEd IT Officers**

Date : **08 October 2019**

This pertains in the stated date on the OUA memorandum number 14-1019-0377 (as attached of said memorandum). Please be advised that there will be changes on the date of the said activity, please see details below:

Participants	ORIGINAL DATE	TO
Cluster I: IV-B, IV-A, NCR and V Venue: Region V	October 13-19 2019	November 11-15, 2019
Cluster II: VI, VII, and VIII Venue: Region VIII	October 13-19 2019	November 4-8, 2019

All other details of the activity remain as previously advised.

For questions, clarifications and other concerns, please email **Mr. Jason Joseph Ret** at jason.ret@deped.gov.ph or landline number (02) 633 7264.

For your guidance. Thank you.



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Department of Education
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0466e-2019



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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 14-1019-0377
MEMORANDUM
1 October 2019

For: **Regional Directors and BARMM Education Minister
Schools Division Superintendents
Regional and Division Information Technology Officers**

Subject: **OFFICE 365 EMPOWERMENT TRAINING-WORKSHOPS FOR
DEPED IT OFFICERS**

As part of its **Microsoft Office 365 (O365) Empowerment Program**, the Information and Communications Technology Service (ICTS) in partnership with Microsoft Philippines will hold a series of **O365 Empowerment Training-Workshops for DepEd IT Officers (ITO)**.

Expected attendees, who will be grouped into four clusters, shall be Regional ICT Unit personnel and Division ITOs. Those who have already attended the O365 event held on 23-29 June 2019 at Makati City are not expected to attend this event due to the similarity of content between both events. Details on this event, including requirements, clustering, travel arrangements, and other administrative notes, are attached. Other details will be disseminated as a separate advisory to be emailed to pre-registered attendees.

For any concerns, prospective attendees may contact **(02) 633-7264** (look for **Mr. Jason Ret**), or email **icts.usd@deped.gov.ph** (cc: **jason.ret@deped.gov.ph**).

For appropriate action and immediate dissemination.

ALAIN DEL E. PASCUA
Undersecretary



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (BLSS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Marikina Avenue, Pasig City



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO
MEMORANDUM
1 October 2019

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Office of the Undersecretary for Administration (OUA)
[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (BLSS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]
Department of Education, Central Office, Meralco Avenue, Pasig City

Office 365 (O365) Empowerment Training-Workshops for DepEd Information Technology Officers (ITO)

Clusters

Cluster 1	Cluster 2	Cluster 3	Cluster 4
13-19 October 2019 Venue: Region V	13-19 October 2019 Venue: Region VIII	20-26 October 2019 Venue: Region I	Venue and dates to be announced
NCR, CALABARZON MIMAROPA, Region V	Region VI, Region VII Region VIII	Region I, CAR Region II, Region III	Region IX, Region X Region XI, Region XII CARAGA, BARMM

Attendees

1. Target attendees to this workshop series are **DepEd Regional ICT Unit (ICTU) personnel** and **Division Information Technology Officers (ITO)**.
 - a. These personnel should not have attended the **O365 workshop** held on **23-29 June 2019** at **Tiara Oriental Hotel, Makati City**, as content of both events is similar.
 - b. Regional ICTU personnel and Division ITOs who have already attended the June event are not expected to attend this event.
 - c. Regional Offices (RO) may designate the Regional ITO, the Computer Programmer, or the Computer Maintenance Technologist to attend the event.
2. A prospective attendee must meet the following qualifications:
 - a. Proficiency in using basic Microsoft Office apps (Word, Excel, PowerPoint); prior knowledge and/or usage of O365 apps is an advantage but not a requirement.
 - b. Access to **their official** DepEd email address
 - i. Email accounts **MUST** be **individual**.
 - ii. Accounts not in the deped.gov.ph domain are **NOT ALLOWED**.
 - iii. For any issues concerning access to DepEd email, contact ICTS at **support.email@deped.gov.ph (for ITOs' use only)**.
 - c. Willingness to cascade all knowledge acquired from this event and offer technical assistance to their region- and division-based colleagues on the use of O365 apps

Pre-registration

1. Attendees **MUST** register as soon as they receive authorization from their ROs and SDOs to attend this event.
2. All shortlisted attendees **MUST** pre-register using the online registration form.
 - a. Scan the QR code beside this paragraph; or
 - b. Log on to **https://bit.ly/Office365-ITOfficers** from your Web browser.
3. Pre-registration ensures that the attendee has their O365 login credentials ready for use in the event, as well as a guaranteed slot for meals, lodging, and other logistic arrangements.
4. The cut-off for pre-registration is **three days before the start of each cluster**.
 - a. After said cut-off, online registration will be **CLOSED**.
 - b. **No new requests for pre-registration will be accepted after the cut-off passes**; requests for replacement will only be entertained during the event.



Walk-in and Substitute Attendees

1. Unless necessary, sending in walk-in and substitute attendees to the event is **STRONGLY DISCOURAGED**.
 - a. *Walk-in attendees* include personnel who show up at the event without pre-registering, regardless of the circumstances.



- b. *Substitute attendees* are those who attend the event instead of a shortlisted and pre-registered attendee, usually for reasons of exigence of service and/or other emergencies.
2. Walk-in and substitute attendees must secure an **authorization letter** signed by the head of office or duly authorized personnel.
3. Walk-in and substitute attendees must still complete registration at the venue.
4. Admission to the venue, as well as meals and lodging arrangements, for walk-in and substitute attendees are subject to availability of slots.

Meals and Accommodation

1. All pre-registered attendees with valid travel authorities are guaranteed hotel accommodations and meals throughout the event.
2. Check-in starts on **Day 0** at **02:00 PM**; latest check-out is at **12:00 PM, Day 5**.
3. First meal service starts with **dinner** for those who will check in on **Day 0**; last meal service shall be **breakfast** for those who will check out on **Day 5**.
4. All other incurred expenses that are not covered by the event (for example, early check-in, late check-out, additional food and drinks, board and lodging of drivers, parking slots, etc.) shall be borne by the attendee/s involved.

Travel Arrangements

1. Travel expenses of attendees have already been downloaded to their respective Regional Offices (RO), charged against DCP 2018 Funds.
2. The RO shall download said funds to their SDOs; attendees shall reimburse and/or request advances (if allowed) for their travel expenses from downloaded funds to their offices.
3. All expenses are subject to existing accounting and auditing rules and regulations.

Before the Event

1. An attendee **MUST** bring the following with them throughout the event:
 - a. A laptop computer
 - i. Minimum requirement: Running on at least *licensed* Windows 7 and Office 2013
 - ii. Other devices, such as smartphones, phablets, and the like are **not recommended**
 - b. Power strip and/or extension cord/s
 - c. Mobile broadband device (preferable)
2. All attendees **MUST** secure *signed* travel authorities.
 - a. Walk-in and substitute attendees **MUST** also bring an authorization letter signed by the head of office or duly authorized personnel.
 - b. The organizers reserve the right to deny admission or privileges to attendees who fail to comply with the abovementioned requirements.
3. Attendees **MUST** have access to **BOTH** their DepEd email account and their O365 account.
 - a. Issues related to O365 accounts should be forwarded to **support.accounts@deped.gov.ph (for ITOs' use only)**.
 - b. The organizers do not guarantee immediate resolution of any issues that have not been resolved prior to the event.
 - c. Failure to resolve such issues can severely impact experience and learning.

General Information

1. Updates will be disseminated through email and other official channels.
2. **All information in this note are subject to change without prior notice.**



Guidelines for Organizers

Designation of Organizers per Cluster

1. Each cluster shall be assigned a team of organizers, whose members will come from both the Central Office (CO) and the host region.
 - a. **Two members from the ICTS-USD** and **two members from the host region** are needed.

Board & Lodging and Travel Arrangements for Organizers

1. Organizers will be checked in to and be staying at the same hotel/s housing the attendees.
2. Travel expenses of organizers shall be charged to local funds.

Duties and Responsibilities of Organizers

1. Coordinate with venue/s and hotel/s in ensuring that they are available and ready before the event starts
2. Facilitate (and assist if necessary) the ingress of the venue/s, including:
 - a. Checking on technical and logistic requirements, ensuring that these are complied with
 - b. Coordinating with hotel front desks and validating room requirements
 - c. Preparing and setting up of registration areas
3. Check if the following logistic requirements are operational, coordinating with venue management if these requirements are missing or malfunctioning, or whenever necessary:
 - a. Audio-visual systems (sound system, projector/s, and screen/s, etc.)
 - b. Venue lighting and ventilation
 - c. Electrical systems (power strips, extension cords, etc.)
 - d. Internet connectivity
 - e. Safety and security matters
4. Prepare attendance sheets and other materials needed (whenever applicable):
 - a. Workshop stationery and/or kits (pens, papers, bags, etc.)
 - b. Badges and lanyards
 - c. Miscellaneous forms (concern slips, consent forms, etc.)
5. Prepare event materials and kits
6. Assist in addressing *technical* concerns from attendees (if capable and only when necessary)
7. Aid with the following:
 - a. Onsite registration (including that for walk-in and substitute attendees)
 - b. Resolution of O365 accounts
 - c. Preparation and distribution of certificates
 - d. Processing of attendance sheets, concern slips, etc. (including consolidation, reproduction, and encoding, whichever is needed)
8. Assist with finding the owners of any items that may be misplaced or left in the venue
9. Ensure that proper egress procedures are followed, including accounting for all event supplies and equipment at the end of each event day *and* at the end of the event
10. Perform other event-related tasks as the need arises



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