



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:

14445

REGION VI - WESTERN VISAYAS  
 BUREAU/DIVISION/SCHOOL:

SDO Kabankalan City

**Date of Filing:** December 3, 2019

NAME	Position/Designation	Permanent Station
ARNIE G. BESAS	PO-II	SDO Kabankalan City
<b>Purpose of Travel</b>	To attend the Office 365 Empowerment Training-Workshops for DepED Planning Officers	
<b>Activity Organized/ Sponsored By</b>		
<b>Period Covered (Inclusive of Travel Time)</b>	December 8-14, 2019	
<b>Please Check</b>	<input checked="" type="checkbox"/> Official Business	<input type="checkbox"/> Official Time
<b>Venue/Destination</b>	Tacloban City	
<b>Expenses Covered</b>	(subject to the usual accounting and auditing rules and regulations)	
<b>Fund Source (Pap Code/...)</b>	DCP 2019 Funds	

**Recommending Approval:**

**Approved:**

  
**PETER J. GALIMBA**

Asst. Schools Division Superintendent

Date: \_\_\_\_\_

  
**PORTIA M. MALLORCA, PhD, CESO V**

Schools Division Superintendent

Date: \_\_\_\_\_



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE of KABANKALAN CITY**  
City of Kabankalan



Tel. No. (034) 4710-192

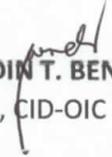
E-mail:

[kabankalan.city001@deped.gov.ph](mailto:kabankalan.city001@deped.gov.ph)

This is to endorse **ARNIE G. BESAS, PO-III**, to attend the Office 365 Empowerment Training-Workshops for DepEd Planning Officers on December 8 - 14, 2019. Venue TBA.

**DIVISION PERFORMANCE MANAGEMENT TEAM**

  
**PETER J. GALIMBA**  
OIC – ASDS

  
**BERNADIN T. BENDO**  
EPS, CID-OIC

  
**CECILIA G. ABELLO**  
Chief, SGOD

**ARNOLD S. MAGDAET**  
AO – V

  
**EULYNE D. LUCERNA**  
SEPS – HRD

14495

*epo Ms. Anne Besas*



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1019-0402

Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO** 14-1019-0402  
**MEMORANDUM**  
8 October 2019

**For: Regional Directors and BARMM Minister for Education  
Schools Division Superintendents  
Regional and Division Planning Officers**

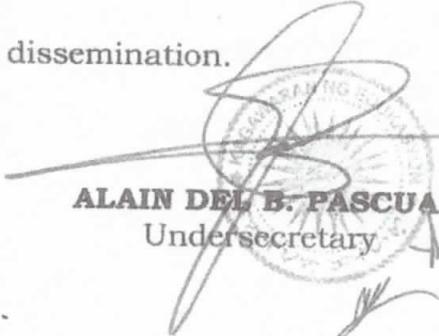
**Subject: OFFICE 365 EMPOWERMENT TRAINING-WORKSHOPS FOR  
DEPED PLANNING OFFICERS**

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 Planning Officers (PO).

Target attendees, who will be grouped into four clusters, shall be Regional and Division POs. Details on this event, including requirements, clustering, travel arrangements, and other administrative notes, are attached. Other details will be disseminated through a separate advisory to be emailed to registered attendees.

For any concerns, prospective attendees may contact (02) 8633-7264 (look for Mr. Gerard Joseph Atienza), or email [icts.usd@deped.gov.ph](mailto:icts.usd@deped.gov.ph) (cc: [gerard.atienza@deped.gov.ph](mailto:gerard.atienza@deped.gov.ph)).

For appropriate action and immediate dissemination.

  
**ALAIN DEL B. PASCUA**  
Undersecretary

*12/8-14/19*





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## Office 365 (O365) Empowerment Training-Workshops for DepEd Planning Officers (PO)

### Clusters

Cluster 1	Cluster 2	Cluster 3	Cluster 4
18-22 November 2019 Venue: Region I	11-15 November 2019 Venue: Region V	4-8 November 2019 Venue: Region VIII	4-8 November 2019 Venue: Region XII
Region I, CAR Region II, Region III	NCR, CALABARZON MIMAROPA, Region V	Region VI, Region VII Region VIII	Region IX, Region X Region XI, Region XII CARAGA, BARMM

### Attendees

1. Target attendees to this workshop series are **Regional and Division Planning Officers (PO)**.
  - a. **Two slots** are allotted for the Regional Offices (RO), with **one slot** for the Schools Division Offices (SDO).
  - b. In the absence of the Planning Officer, functional personnel from the RO's Planning, Programming, and Research Division (PPRD) or the SDO's Planning Unit may be designated to attend the event.
2. A prospective attendee must meet the following qualifications:
  - a. Knowledge of basic computer concepts and applications
  - b. Proficiency in using basic Microsoft Office apps (Word, Excel, PowerPoint)
    - i. Prior knowledge and/or usage of O365 apps is an advantage but not a requirement.
  - c. Access to **their official** DepEd email address
    - i. Email accounts **MUST** be **individual** (e.g., *firstname.lastname@deped.gov.ph*).
    - ii. Accounts used to represent offices (e.g., *deped.centraloffice@deped.gov.ph*) and/or that are not in the *deped.gov.ph* domain (e.g., *deped.centraloffice@gmail.com*) are **NOT ALLOWED**.
    - iii. For any issues concerning access to DepEd email (e.g., account creation, log-in issues, password resets, etc.), prospective attendees should seek assistance from their respective Division or Regional Information Technology Officer.
  - d. 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. Attendees must fill out the online registration form.
  - a. Scan the QR code beside this paragraph; or
  - b. Log on to <https://bit.ly/Office365-PlanningOfficers> and access the form from a 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 on **21 October, 11:59 PM**.
  - a. After the cut-off date, online registration will be **CLOSED**.
  - b. **No new requests for pre-registration will be accepted after the cut-off date**; requests for replacement will only be entertained during the event.





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### 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. Refer to the table below for hotel and meal schedules.

	Check-in (02:00 PM) First Meal (Dinner)	Check-out (12:00 PM) Last Meal (Lur'ch)
Cluster 1	17 November	23 November
Cluster 2	10 November	16 November
Cluster 3	3 November	9 November
Cluster 4	3 November	9 November

3. All other incurred expenses that are not covered by the event (e.g., 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 2019 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.

STATE OF MEETING

Management - Procurement Service Bids and Awards

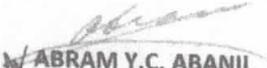


Republic of the Philippines  
Department of Education  
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE  
Pasig City, Philippines

0199 2019

Office of the Director

ADVISORY

Date: November 25, 2019  
For: Regional Directors of Regions I, II, III, VI, VII, VIII, IX, X, XI, XII, CARAGA, CAR  
BARMM Education Minister  
Schools Division Superintendents  
All Others Concerned  
From:  **ABRAM Y.C. ABANIL**  
Director IV  
Subject: **ADVISORY RE: OFFICE 365 EMPOWERMENT TRAINING-WORKSHOPS FOR DEPED PLANNING OFFICERS**

In connection with the **Microsoft Office 365 (O365) Empowerment Training Program** of the Department of Education (DepEd), through the Information and Communications Technology Service (ICTS), the User Support Division (USD) issues this advisory due to updates in the training dates and venues for the different clusters.

- Please take note of updated dates and venues of the following clusters:

Cluster 4	Cluster 3	Cluster 1
December 1-7, 2019 Venue: Cagayan de Oro City Exact venue TBA	December 8-14, 2019 Venue: Tacloban City Exact venue TBA	December 8-14, 2019 Venue: Region 1/CAR/3 Exact venue TBA
Region IX, Region X Region XI, Region XII CARAGA, BARMM	Region VI, Region VII Region VIII	Region I, CAR Region II, Region III

Should your office have any inquiries or clarifications regarding the said activity, feel free to contact **Mr. Gerard Joseph Atienza** of the ICTS – User Support Division through email at [gerard.atienza@deped.gov.ph](mailto:gerard.atienza@deped.gov.ph) or at landline number (02) 8633-7264.

Thank you very much in anticipation of your positive response on this matter.