



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

18 Jan 2023

DIVISION MEMORANDUM
OSDS No. **007**, s. 2023

ADOPTION OF MICROSOFT 365 PRODUCTIVITY TOOLS

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary Schoolheads
District/School ICT Coordinators
All Others Concerned

1. The Information and Communications Technology Service of DepEd Central Office (ICTS) issued a memorandum number OUA-OUT-011023-010 with regards to the adoption of new productivity tools offered by Microsoft. This includes the following:

- a. Microsoft Outlook – an email and calendar application;
- b. Word – a word processing tool;
- c. Excel – a spreadsheet tool;
- d. PowerPoint – a tool for creating presentations;
- e. OneNote – a digital notebook used for taking notes;
- f. Teams – a communication and collaboration platform for chat, video conferencing and file sharing;
- g. OneDrive a cloud storage service for storing files;
- h. SharePoint – a web-based collaboration and document management platform;
- i. MS Forms – a tool for data gathering like surveys, quizzes, and polls;
- j. Microsoft Planner – a task and project management tool.

2. Anent this, all DepEd personnel in the Division of South Cotabato are provided with a Microsoft Account and are advised to sign-in their account at **<https://portal.office.com>**. New User will have to set-up their accounts before using the tools and are also advised to seek assistance from their respective school ICT coordinators. It is the responsibility of the user to keep their password safe and

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph





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should they forget the password, they may request for a new password thru the link: **<https://passwordreset.microsoftonline.com>**.

3. Further, starting February 1, 2023, all DepEd personnel will be able to receive and send emails through their respective Microsoft Outlook accounts, this can be accessed by signing-in their Microsoft Account to **outlook.office.com**.

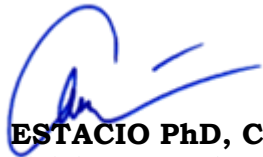
4. All District ICT Coordinators are directed to assist their school ICT coordinators in monitoring the Microsoft Accounts of the personnel in their schools by filling out the Excel file emailed to their respective school email address. This Excel file can also be downloaded from the division website by accessing the **www.depedsouthcotabato.org**, in the Downloads/ICT Unit Section.

5. All personnel are also directed to download important files from their Google Drives as a precautionary measure and may be able to migrate their data from Google Drive to Microsoft OneDrive using the site **app.mover.io**. The instruction for using the migration site is uploaded (in PowerPoint form) to the division website in the downloads section

6. Attached is the memorandum from the Informational and Communications technology Service of the DepEd Central Office.

7. For any inquiry regarding the memorandum, personnel concerned are advised to contact Mr. Vincent P. Celda, IT Officer I or any ICT Unit staff through telephone no. 228-2396 from 8 am to 5 pm only or send email using the email add: ictu.southcotabato@deped.gov.ph.

8. Immediate dissemination of this memorandum is directed.


RUTH L. ESTACIO PhD, CESO VI
Schools Division Superintendent

Encl.: None

Reference: None

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

INFORMATION TECHNOLOGY
SCHOOLS
TEACHERS

VPC/DM-ADOPTION OF MICROSOFT 365 PRODUCTIVITY TOOLS
0000/January 18, 2023

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