



OJAD00-0321-0113
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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OJA MEMO 00-0321-0117
MEMORANDUM
12 March 2021

For: **Undersecretaries and Assistant Secretaries**
Central Office Bureau and Service Directors
Regional Directors
(Regions IV-A, VI, VII, VIII and CAR)
Schools Division Superintendents
Public School Heads
All Others Concerned

Subject: **DREAM TEAMS – A MICROSOFT TEAMS ADOPTION CARAVAN**

With the goal of fully implementing the use of Microsoft Teams as the official collaboration platform of the Department of Education (DepEd), the Information and Communications Technology Service – User Support Division (ICTS-USD), together with the Educational Technology Unit (EdTech) and in partnership with Microsoft Philippines, Inc., will hold a virtual adoption caravan titled ***Dream Teams – A Microsoft Teams Adoption Caravan*** from 18 March to 22 April 2021. This activity aims to demonstrate how the application is an integral part of daily work, a booster of productivity and a centralized hub for communication and collaboration.

The activity which will be conducted through **Microsoft Teams** aims to

1. encourage the activation of Office 365 accounts for teaching and non-teaching personnel of DepEd;
2. support the migration to Microsoft Teams as the official platform for communication; and
3. provide basic capacity building on Microsoft Teams and Office 365.

For more information on this activity, kindly refer to Annexes A and B. For any questions and concerns on the above-mentioned subject, the non-teaching and teaching-related personnel may email icts.usd@deped.gov.ph (cc: manuel.pascual002@deped.gov.ph). Likewise, the teaching personnel may email edtech@deped.gov.ph.

For immediate dissemination and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



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Office of the Undersecretary for Administration (OJA)

[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)]

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Annex A

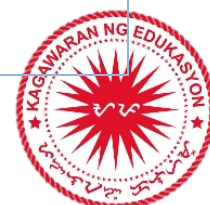
Dream Teams – A Microsoft Teams Adoption Caravan

About the Sessions

- The sessions aim to:
 - encourage the activation of Office 365 accounts for teaching and non-teaching personnel of DepEd;
 - support the migration to Microsoft Teams as the official platform for communication; and
 - provide basic capacity building on Microsoft Teams and Office 365.
- This is a series of informal discussions, not a training or a technical workshop.**
- Each session is estimated to be 2 hours long.
- There will be no more than 290 participants per session.
- Participants shall be grouped according to their specific region and tenant.
- All sessions will be delivered remotely through **Microsoft Teams**.
- An email invite with the session link will be sent to identified participants before their designated session.
- During activities, tokens will be awarded to participants, if applicable.

Responsibilities

	USD Office	Regional IT officers	Microsoft & Partner
Pre-event	<ul style="list-style-type: none">Provision of memorandum for the event.Cascading of signed memorandum to the involved Regions	<ul style="list-style-type: none">Dissemination of regional memorandum to the respective Schools Division Offices (SDOs)Allocation of 290 slots per sessionDetermine participating SDOs for every session.Management of participants' registration	<ul style="list-style-type: none">Assistance to Regional Information Technology Offices (ITOs) for the registration
During the event	<ul style="list-style-type: none">1 USD personnel per session to assist and support participants	<ul style="list-style-type: none">Monitoring of eventEnsure attendance of participants from respective SDOs.	<ul style="list-style-type: none">Hosting of Teams Meeting per sessionOverall facilitation of caravan



Requirements for Participants

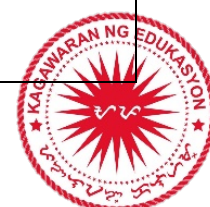
- I. The Central Office (CO), Regional Offices (ROs) and SDOs should identify participants for these sessions. See the **Schedules and Designated Participants** section for schedules of sessions and target participant groups per session.
- II. Designated participants must fulfill the following requirements:
 - A. belong in the region and tenant listed in the **Schedules** section of this document, and
 - B. have an **active DepEd email account and Microsoft 365 account** (for DepEd personnel).
 1. Prospective participants should contact the following offices/personnel for further assistance on acquiring access to their M365 account:
 - a. CO: ICTS-Solutions Development Division at support.email@deped.gov.ph
 - b. RO: Regional IT Officer
 - c. SDO and School: Division IT Officer
- III. **For CO personnel**, upon designation of their head of office, selected participants should log on to <http://bit.ly/DepEdMSEducationCaravan> and fill-out the online form not later than 17 March 2021.

As for the **participants from ROs and SDOs**, registration links will be provided by their respective ITOs prior to their identified schedules.

- A. Participants must already have their Microsoft 365 accounts to be able to fill out the form.
 - B. Entries to the form shall be considered as basis for designation of participants to their respective sessions.
 - C. Considering the attendee limit for each sessions, participants will be designated to their sessions on a **first-come, first-served basis**.
- IV. An invitation shall be sent to selected participants' **registered email addresses** before their assigned Teams session.

Agenda

Topics	Duration
Opening Activities	30 mins
Health/Wellness Sessions via MS Teams	20 mins
Discussion: Effective work using MS Teams	40 mins
Question & Answer (Q & A)	10 mins
Games & Closing	10 mins



Annex B

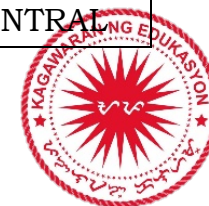
Schedules

	Day 1	Day 2	Day 3	Day 4	Day 5
	18-Mar (Thu)	19-Mar (Fri)	22-Mar (Mon)	23-Mar (Tue)	24-Mar (Wed)
NON-TEACHING & TEACHING-RELATED					
8AM – 9:30 a.m.	Tenant: R7-1	Tenant: R6-1	Tenant: R8	Tenant: R4A-2	Tenant: CAR
10AM – 11:30 a.m.	Tenant: R7-2	Tenant: R6-2	Tenant: R4A-1	Tenant: R4A-3	--
TEACHING					
1PM – 2:30 p.m.	Tenant: R7-1	Tenant: R6-1	Tenant: R8	Tenant: R4A-2	Tenant: CAR
3PM – 4:30 p.m.	Tenant: R7-2	Tenant: R6-2	Tenant: R4A-1	Tenant: R4A-3	--
	Day 6	Day 7	Day 8	Day 9	Day 10
	25-Mar (Thu)	26-Mar (Fri)	5-Apr (Mon)	6-Apr (Tue)	7-Apr (Wed)
NON-TEACHING & TEACHING-RELATED					
8AM – 9:30 a.m.	Tenant: R7-1	Tenant: R6-1	Tenant: R8	Tenant: R4A-2	Tenant: CAR
10AM – 11:30 a.m.	Tenant: R7-2	Tenant: R6-2	Tenant: R4A-1	Tenant: R4A-3	--
TEACHING					
1PM – 2:30 p.m.	Tenant: R7-1	Tenant: R6-1	Tenant: R8	Tenant: R4A-2	Tenant: CAR
3PM – 4:30 p.m.	Tenant: R7-2	Tenant: R6-2	Tenant: R4A-1	Tenant: R4A-3	--



	Day 11	Day 12	Day 13	Day 14	Day 15
	8-Apr (Thu)	12-Apr (Mon)	13-Apr (Tue)	14-Apr (Wed)	15-Apr (Thu)
NON-TEACHING & TEACHING-RELATED					
8AM – 9:30 a.m.	Tenant: R7-1	Tenant: R6-1	Tenant: R8	Tenant: R4A-2	Tenant: CAR
10AM – 11:30 a.m.	Tenant: R7-2	Tenant: R6-2	Tenant: R4A-1	Tenant: R4A-3	--
TEACHING					
1PM – 2:30PM	Tenant: R7-1	Tenant: R6-1	Tenant: R8	Tenant: R4A-2	Tenant: CAR
3PM – 4:30PM	Tenant: R7-2	Tenant: R6-2	Tenant: R4A-1	Tenant: R4A-3	--

	Day 16	Day 17	Day 18	Day 19	Day 20
	16-Apr (Fri)	19-Apr (Mon)	20-Apr (Tue)	21-Apr (Wed)	22-Apr (Thu)
NON-TEACHING & TEACHING-RELATED					
8AM – 9:30 a.m.	Tenant: R7-1	Tenant: R6-1	Tenant: R8	Tenant: R4A-2	Tenant: CAR
10AM – 11:30 a.m.	Tenant: R7-2	Tenant: R6-2	Tenant: R4A-1	Tenant: R4A-3	Tenant: CENTRAL
TEACHING					
1PM – 2:30PM	Tenant: R7-1	Tenant: R6-1	Tenant: R8	Tenant: R4A-2	Tenant: CAR
3PM – 4:30PM	Tenant: R7-2	Tenant: R6-2	Tenant: R4A-1	Tenant: R4A-3	Tenant: CENTRAL



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