



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

January 24, 2023

DIVISION MEMORANDUM
OSDS No. 17, s. 2023

UTILIZATION OF MICROSOFT 365 AS PRODUCTIVITY TOOL

TO: Schools Division Personnel
Assistant Schools Division Personnel
Chiefs, Curriculum Implementation &
School Governance Operations Divisions
Section Heads
This Division

1. This has reference to **OUA-OUT-011023-010 dated January 12, 2023**, where the adoption of Microsoft 365 is emphasized. It also reiterated that all DepEd Employees are provided with Microsoft account thus maximizing the use of such tools. Such tools are as follows:

New Platform	Old Platform
Microsoft Outlook accessible at outlook.office.com	Gmail accessible at gmail.com
Microsoft Forms	Forms
OneDrive	Google Drive
Teams	Google Meet

***Note:** Accounts under Google are still accessible but will not function as intended. Gmail cannot send or receive email. Google drive cannot be used once capacity of a normal account has been reached.*

2. DepEd Personnel with existing DepEd Gmail accounts but with no Microsoft accounts will be provided with one on or before January 27, 2023.
3. Further, **starting February 1, 2023, all DepEd Personnel shall be able to receive and send emails through their respective Microsoft Outlook (outlook.office.com) accounts using the same email address.**



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4. It is also reminded that all DepEd Personnel the proper use of DepEd accounts. It is only intended for educational purposes and/or be used to perform official duties and responsibilities.
5. In line with this, there will be an orientation to all division personnel on the use of **Outlook as the mail server, synchronization of calendar, the use of OneDrive and NAS Orientation.**
6. Schedule of orientation per functional division is as follows:

Functional Division	Date	Venue
SGOD & CID	February 9, 2023 9:00AM	Conference Room
OSDS	February 9, 2023 1:30PM	

7. Field offices or schools shall have a separate schedule.
8. Widest dissemination of and compliance to this memorandum is desired.


MIGUEL P. FILLALAN JR., CESO VI
Schools Division Superintendent

Enclosure:

Reference: OUA-OUT-011023-010

Attachment:

To be included in the Perpetual Index under the following Subjects:

DATA REPORTS INFORMATION TECHNOLOGY

JNL/OSDS/DM – UTILIZATION OF MICROSOFT 365 AS PRODUCTIVITY TOOL/January 25, 2023



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