



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY

DOCS ID: 081021185

August 10, 2021

REGIONAL MEMORANDUM

No. 170, s. 2021

INVITATION TO JOIN DEPED MICROSOFT CENTER TEAMS FOR SCHOOL ICT COORDINATORS

To: Schools Division Superintendents
Information Technology Officers I
Schools' ICT Coordinators
All others concerned

1. To strengthen our partnership with Microsoft Philippines and provide more transparent and convenient support system for our schools, this office is encouraging all Schools' ICT Coordinators to join the Team site created by Microsoft Philippines for the following purpose:
 - a. Share all Microsoft resources (tutorials, manuals, lecture video/presentations) immediately and conveniently;
 - b. Share Microsoft-related announcements only to the schools (with the approval from Regional and Division ITOs);
 - c. Answer questions specific for Microsoft Products.
2. The Team site will be called "**DepEd Microsoft Center**" and members will be Schools' ICT Coordinators and other school representatives from the region. Regional and Divisions ITOs are also encouraged to join as oversight.
3. The said Team site will not be used for the following:
 - a. Processing of Microsoft accounts for the schools;
 - b. Mention anything that is confidential to the DepEd Central Office and all its subsidiaries (planned program, events, and other activities initiated by DepEd);
 - c. Conduct Orientations, webinar, or any sort of engagement without written consent from DepEd Central, Regional Office or Divisions Office. A memo should be issued first before making announcements of any kind.
4. The steps on how to join are as follows:
 - a. Go to **teams.microsoft.com**
 - b. Sig-in using your **@r2.deped.gov.ph** Microsoft account.
 - c. Click on join or create team.



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 304-3855; (078) 396-9728
Email Address: region2@deped.gov.ph
Website: region2.deped.gov.ph



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- d. Join the team using the code: **3d4o7y7**
5. For information, guidance, and compliance.

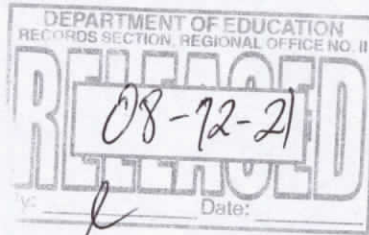

BENJAMIN D. PARAGAS, PhD, CESO V
Director IV
Regional Director 

Encl:
None

Reference:
None

To be indicated in the Perpetual Index
under the following subjects:
INFORMATION TECHNOLOGY
PROGRAMS

ORD/ICT/naeq



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