



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

02 June 2020

DIVISION MEMORANDUM  
No. 122, s. 2020

**MICROSOFT OFFICE 365 DEPLOYMENT AND IMPLEMENTATION**

To: **All Public Elementary and Secondary School Heads**  
**All Public Elementary and Secondary School Teachers**  
This Division

1. The Department of Education provided Microsoft Office 365 accounts for all its employees whether teaching and non-teaching personnel.
2. Relative to DM No. 005, s.2020 entitled "Orientation-Workshop on the Deliveries of DCP Packages for 2019, Use of Microsoft Office 365 and Workplace by FB", it is stated that after the said workshop, all ICT Coordinators should be able to roll out the activity on or before January 31, 2020. However, in the process of mobilizing the use of Microsoft Office 365 there are still accounts that are not working.
4. All schools should create a team using Microsoft Team applications and add all its personnel and the Division IT Officer as a member to the said team.
3. To fast track the correction and usability of the accounts, it is important that all personnel will login to their respective O365 accounts, access the team that they are a member of and leave a message as confirmation that the said account is working.
5. The naming convention of the Team should be as follows:

ELSA\_Amoros\_ES  
ELSA\_Bolisong\_ES  
ELSA\_Cogon\_ES  
ELSA\_Cogon\_NHS  
ELSA\_El Salvador\_ES  
ELSA\_El Salvador\_NHS  
ELSA\_Himaya\_ES  
ELSA\_Himaya\_NHS  
ELSA\_Hinigdaan\_ES  
ELSA\_Hinigdaan\_NHS  
ELSA\_Kalabaylabay\_ES  
ELSA\_Kibonbon\_ES  
ELSA\_Molugan\_ES





Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

ELSA\_Molugan\_NHS  
ELSA\_PSB\_ES  
ELSA\_Sambulawan\_ES  
ELSA\_Sambulawan\_NHS  
ELSA\_SFDA\_ES  
ELSA\_SFDA\_NHS  
ELSA\_Sinaloc\_ES  
ELSA\_Sinaloc\_NHS  
ELSA\_Taytay\_ES  
ELSA\_Ulaliman\_ES

6. It is hereby directed that all Schools ICT Coordinator will facilitate the creation of the team per school and assist all the teachers in their school to access and leave a message to the team.

7. All schools should fill up the excel template as shown below in reporting problems related to accounts and email it to [sherrie.dungog@deped.gov.ph](mailto:sherrie.dungog@deped.gov.ph) including the screenshot of the error to easily facilitate the correction needed.

Name of the School: Amoros Elementary School

Name	O365 Account	Error	Remarks
Sherrie R. Dungog	<a href="mailto:sherrie.dungog@deped.gov.ph">sherrie.dungog@deped.gov.ph</a>	Unable to login. Password does not work.	
Felanie Marie A. Lim	<a href="mailto:felaniemarie.lim@deped.gov.ph">felaniemarie.lim@deped.gov.ph</a>	Able to access office.com but there are no apps	
Anna Mae M. Atillo	<a href="mailto:annamae.atillo@deped.gov.ph">annamae.atillo@deped.gov.ph</a>	No option to switch to Department of Education (Guest)	

8. Feel free to contact the Division IT Officer at 09177154632 for assistance.

9. Immediate and wide dissemination of this memorandum is desired.

OLGA C. ALONSABE, PhD, CESE  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

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

ICT

OSDS/SRD

