



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

---

May 8, 2024

**DIVISION MEMORANDUM**

NO. 100, s. 2024

**SURVEY ON ACTIVATED MICROSOFT 365 ACCOUNTS AND SELF-ASSESSMENT GUIDE FOR MICROSOFT 365 APPLICATIONS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD and CID  
Education Program Supervisors/Division Coordinators  
Public Schools District Supervisors  
Section/Unit Heads  
Public Elementary and Secondary Schools  
District/School ICT Coordinators  
All Others Concerned

1. In compliance with Regional Memorandum No. 496, s. 2024 dated April 23, 2024, re: "Survey on Activated Microsoft 365 Accounts" and Regional Memorandum No. 497, s. 2024, re: "Self-Assessment Guide for Microsoft 365 Applications", the School Heads with the assistance of School ICT Coordinators and SDO Section/Unit Heads are requested to accomplish the Enclosure No. 1 – Status of MS of Teachers and Non-Teaching Personnel of this Memorandum.
2. This initiative aims to equip its workforce with the necessary tools for success in today's digital era, encouraging innovation and productivity across all levels and to assess the number of personnel who have activated Microsoft Accounts.
3. In line with this, PSDSs and District ICT Coordinators are requested to compile and consolidate the Enclosure No. 1 – Status of MS of Teachers and Non-Teaching Personnel and accomplish the Enclosure No. 2 – Summary of Activated MS 365 Accounts submit the hard and soft copy to SDO – ICT Unit (c/o Mr. Arvin Esmena, Master Teacher I/ ICT Coordinator- Designate) on **May 13, 2024**.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon  
4700  
Landline: (056) 211-6461  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

---

4. For the Self-Assessment Guide for Microsoft 365 Applications, all DepEd Personnel are encouraged to accomplish this link: [https://bit.ly/SAG\\_M365](https://bit.ly/SAG_M365) to address any knowledge gaps and ensure effective utilization of the provided tools and services incorporated in MS 365 Account.
5. Immediate dissemination of the Memorandum to all concerned is earnestly desired.

  
**WILLIAM E. GANDO, CESO VI**  
Schools Division Superintendent



---

Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon  
4700  
Landline: (056) 211-6461  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)

Enclosure No. 1  
 STATUS OF MS 365 OF TEACHERS/NON-TEACHING PERSONNEL AS OF APRIL, 2024

School: \_\_\_\_\_  
 School ID: \_\_\_\_\_

Accomplished by: \_\_\_\_\_  
 Date Accomplished: \_\_\_\_\_

No.	Name of Teaching/Non-Teaching Personnel	Position Title	Age	Sex	MS 365 Account (r5-2.deped.gov.ph)	MS 365 Account (@deped.gov.ph)	STATUS OF MS 365 ACCOUNT		Reasons for having not activated MS 365 Account	Plan of Action (RESET, RENAME, DELETE MS 365 Account)
							FOR CREATION	ACTIVATED UNACTIVATED		
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.										
15.										
16.										
17.										
18.										
19.										
20.										
	SCHOOL ACCOUNT									

TOTAL ACTIVE MS 365 ACCOUNTS: \_\_\_\_\_  
 TOTAL INACTIVE MS 365 ACCOUNTS: \_\_\_\_\_  
 STATUS OF MS 365 OF SDO PERSONNEL AS OF APRIL, 2024

Office/Section: \_\_\_\_\_  
 Date Accomplished: \_\_\_\_\_

Accomplished by: \_\_\_\_\_

No.	Name of Teaching/Non-Teaching Personnel	Position Title	Age	Sex	MS 365 Account (r5-2.deped.gov.ph)	MS 365 Account (@deped.gov.ph)	STATUS OF MS 365 ACCOUNT		Reason/s for having not activated MS 365 Account	Plan of Action (RESET, RENAME, DELETE MS 365 Account)
							FOR CREATION	ACTIVATED UNACTIVATED		
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.										
15.										
16.										
17.										
18.										
19.										
20.										

TOTAL ACTIVE MS 365 ACCOUNTS: \_\_\_\_\_  
 TOTAL INACTIVE MS 365 ACCOUNTS: \_\_\_\_\_

Enclosure No. 2  
SUMMARY OF ACTIVATED MS 365 ACCOUNTS

DISTRICT	SCHOOL	TOTAL NUMBER OF EMPLOYEES	NUMBER OF EMPLOYEES WITH ACTIVATED MS 365 ACCOUNT

Prepared by: \_\_\_\_\_

Noted by: \_\_\_\_\_

District ICT Coordinator \_\_\_\_\_

PSDS \_\_\_\_\_



Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL



**23 April 2024**

**REGIONAL MEMORANDUM**

No. \_\_\_ s. 2024

**00496**

**SURVEY ON ACTIVATED MICROSOFT 365 ACCOUNTS**

To : Assistant Regional Director  
 Schools Division Superintendents  
 Regional Chiefs of Functional Divisions/Sections/Units  
 Public Elementary and Secondary School Heads  
 Teaching and Non-Teaching Personnel  
 All Concerned

1. In line with the Microsoft 365 Adoption protocol (OUA-OUT-011023-010), the Department of Education (DepEd) is dedicated to improving collaboration and performance through technology. As part of this commitment, all DepEd employees have their Microsoft 365 accounts activated. This initiative underscores DepEd's determination to equip its workforce with the necessary tools for success in today's digital era, encouraging innovation and productivity across all levels.

2. Starting from February 1, 2023, all DepEd staff began utilizing a unified DepEd email address to send and receive emails via their individual Microsoft Outlook accounts (accessible through outlook.office.com). Additionally, employees working in DepEd Region 5, both in regional and field offices, are encouraged to embrace Microsoft 365 applications and productivity tools.

3. The survey on activated Microsoft 365 accounts aims to assess the number of personnel who have activated Microsoft accounts. The regional and division Information Technology Officers (ITO) and the school heads are advised to lead the survey guided by the following structured procedures.

Phase	Regional Level	Division Level	School Level
Preparation	RITO to communicate the purpose and importance of the survey to RD, ARD, and personnel, emphasizing the need for their cooperation	DITO to communicate the purpose and importance of the survey to SDS, ASDS, division personnel, and school heads emphasizing the need for their cooperation	School Head to communicate the purpose and importance of the survey to school personnel, emphasizing the need for their cooperation
	RITO to prepare survey materials	DITO to prepare survey materials	School Head to prepare survey materials
	Ensure issuance of Office Memorandum regarding the conduct of the survey	Ensure issuance of Office Memorandum regarding the conduct of the survey	Ensure issuance of Office Memorandum regarding the conduct of the survey
Data Collection	RITO to distribute the survey materials to all functional division,	DITO to distribute the survey materials to all functional	School head to distribute the survey materials to



Regional Center Site, Rawis, Legazpi City 4500

0969 516 9555

region5@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL

	units or sections, either electronically or in hard copy, depending on the preferred method of data collection.	division, units or sections, either electronically or in hard copy, depending on the preferred method of data collection.	all school personnel, either electronically or in hard copy, depending on the preferred method of data collection.
	Provide clear instructions on how to complete the survey and where to submit the responses.	Provide clear instructions on how to complete the survey and where to submit the responses.	Provide clear instructions on how to complete the survey and where to submit the responses.
	Monitor the progress of data collection and address any issues or concerns raised by ROV personnel.	Monitor the progress of data collection and address any issues or concerns raised by SDO personnel.	Monitor the progress of data collection and address any issues or concerns raised by school personnel.
Data Analysis	Compile and organize the survey responses to facilitate analysis.	Compile and organize the survey responses to facilitate analysis.	Compile and organize the survey responses to facilitate analysis.
	Analyze the data to determine the percentage of personnel with activated Microsoft accounts in each RO V FD and unit/section.	Analyze the data to determine the percentage of personnel with activated Microsoft accounts in each SDO FD and unit/section.	Analyze the data to determine the percentage of personnel with activated Microsoft accounts in school.
	Identify any discrepancies or areas of concern that may require further investigation.	Identify any discrepancies or areas of concern that may require further investigation.	Identify any discrepancies or areas of concern that may require further investigation.
Submission	RITO to combine the RO, SDO and school data.	DITO to combine the SDO and school data.  Forward the combined data to RITO	School Head to forward the data to the SDO through the DITO
Reporting	RITO to present results of survey to RD, ARD and other members of the execom	DITO to present results of survey to SDS, ASDS and other members of the execom	School Head to present the results of the survey to personnel
Follow-Up	RITO and concerned RO V personnel to implement any	DITO and concerned SDO personnel to implement any	School Head with technical support of DITO and



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL

necessary corrective actions based on the findings and recommendations of the survey.	necessary corrective actions based on the findings and recommendations of the survey.	concerned school personnel to implement any necessary corrective actions based on the findings and recommendations of the survey.
Provide feedback to RO V personnel on the survey results and the steps taken to address any identified issues.	Provide feedback to SDO personnel on the survey results and the steps taken to address any identified issues.	Provide feedback to school personnel on the survey results and the steps taken to address any identified issues.
Plan for future surveys to monitor progress and ensure ongoing compliance with Microsoft account activation requirements.	Plan for future surveys to monitor progress and ensure ongoing compliance with Microsoft account activation requirements.	Plan for future surveys to monitor progress and ensure ongoing compliance with Microsoft account activation requirements.

4. Please use the enclosed templates for summarizing survey results. Ensure accuracy, clarity, and timely submission.
5. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**GILBERT T. SADSAD**  
Regional Director

Encls:As stated  
To be indicated in the Perpetual Index  
under the following subjects:  
ICT/SURVEY

ORD-ICTU/sdj  
4/11/2024



Regional Center Site, Rawis, Legazpi City 4500

0969 516 9555

region5@depd.gov.ph





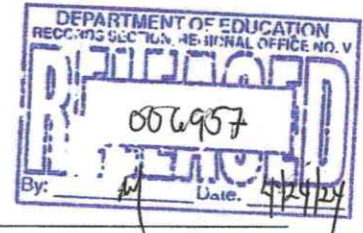


**RO Summary of Activated MS 365 Accounts**

RO V	Total Number of Employees	Number of Employees with Activated M365 Account
ORD		
PPRD		
AD		
FD		
CLMD		
ESSD		
HRDD		
FTAD		
QAD		



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL



23 April 2024

REGIONAL MEMORANDUM

No. \_\_\_ s. 2024

**00497**

**SELF-ASSESSMENT GUIDE FOR MICROSOFT 365 APPLICATIONS**

To : Assistant Regional Director  
Schools Division Superintendents  
Regional Chiefs of Functional Divisions/Sections/Units  
Public Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Concerned

1. In accordance with OUA-OUT-011023-010 titled Microsoft 365 Adoption, the Department of Education (DepEd) offers a range of tools and services aimed at fostering collaboration and communication among its employees, teachers, and students, thereby enhancing task performance. These tools and services are acquired by DepEd in support of its educational mission and commitment to public service. To fully leverage the potential of these productivity tools, it is emphasized that all DepEd employees are provisioned with Microsoft 365 accounts.

2. Given the mandate requiring all Department of Education (DepEd) employees to be provided with Microsoft 365 accounts, it becomes imperative to assess the familiarity of DepEd personnel with the Microsoft 365 applications. This assessment is crucial as it will inform the design and implementation of skill development activities tailored to address any knowledge gaps and ensure effective utilization of the provided tools and services.

3. To streamline this process, this Office through the ICTU in collaboration with the DCP Trainers based in the regional office has created an online **SELF-ASSESSMENT GUIDE FOR MICROSOFT 365 APPLICATIONS** which can be accessed via the link or by scanning the QR code below.

[https://bit.ly/SAG\\_M365](https://bit.ly/SAG_M365)



5. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
N **GILBERT T. SADSAD**  
Regional Director

Encls:As stated  
To be indicated in the Perpetual Index  
under the following subjects:  
ICT/TNA/ ASSESSMENT

ORD-ICTU/sdj  
4/11/2024



Regional Center Site, Rawis, Legazpi City 4500

0969 516 9555  
region5@deped.gov.ph