

Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

June 15, 2024


DIVISION MEMORANDUM

No. 326 s. 2024

**UTILIZATION OF THE MICROSOFT OFFICE AS THE OFFICIAL
COMMUNICATION PLATFORM**

To : Assistant Schools Division Superintendent
Education Chiefs
Education Program Supervisors
Public Schools District Supervisors
Unit Heads
School Heads
All Others Concerned

1. As part of the Department of Education's efforts to promote the adoption of Microsoft 365 among all Teaching and Non-teaching personnel, the Schools Division of Calbayog City will be utilizing Microsoft 365 Apps/tools for communication, information dissemination and data gathering.
2. The office requires all personnel to join the official Division Microsoft Teams for all official communication and information dissemination.
3. To join, employees should login to their Active DepEd Microsoft Account (@deped.gov.ph). To join the official Microsoft team of SDO Calbayog MANCOM, search the link: bit.ly/DepEdCalbayogTeams.
4. All information will be disseminated through Microsoft Teams.
5. For the creation (newly hired) or resetting of Microsoft Accounts and for all other requests for technical assistance, please fill out the online form bit.ly/ICTCalbayogService.
6. Starting July 1, 2024, Division memoranda and other announcements shall be posted and uploaded at the official SDO MS Teams.
7. Immediate dissemination of and compliance with this memorandum are desired.


MARGARITO A. CADAYONA, JR., Ph.D., CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.: As stated
Reference: Department of Education Manual of Style
To indicated in the Perpetual Index
Under the following subjects:

