Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

OUA-OUT-012224-I4-1

MEMORANDUM

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION IT OFFICERS
PUBLIC SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : **NOLASCO A. MEMPIN**
Undersecretary for Administration

SUBJECT : ***DCP ADOPTION PROGRAM:* IN-SERVICE TRAINING FOR TEACHERS (INSET) FOR SCHOOL YEAR 2023-2024**

DATE : **22 January 2024**

The Department of Education (DepEd), through the Office of the Undersecretary for Administration (OUA), in coordination with the Office of the Undersecretary for Human Resources and Organizational Development (OUHROD), the Information and Communications Technology Service (ICTS), and the National Educators' Academy of the Philippines (NEAP), in partnership with Microsoft Philippines, Inc., offers the ***Microsoft 365 Trainings for DepEd*** to be streamed live on **24, 25, 26, 29, and 30 January 2024, 3:30 PM to 5:00 PM**, via the **DepEd Philippines** Facebook (FB) page (www.facebook.com/DepartmentOfEducation.PH).

This training program is part of the National In-Service Training for Teachers **(INSET)** for SY 2023-2024. It also serves to kick off the ***DepEd Computerization Program (DCP) Adoption Program***, which supports full utilization of DCP computer packages issued to public schools. By the end of this activity, the participants will be able to:

- Appreciate the DepEd Computerization Program by understanding its history, concepts, and current and upcoming activities.
- Get acquainted with Microsoft 365, including advanced productivity tools, learning accelerators, and artificial intelligence (AI) in education.
- Onboard themselves with other learning and development endeavors regarding DCP adoption.

In this regard, all Regional and Division Information Technology Officers (RITOs and DITOs) are enjoined to provide full support to the conduct of the DCP Adoption Program, starting with the conduct of the INSET.

Hence, they are requested to disseminate and share to school personnel within their areas the following links:

- Posts from the DepEd Philippines FB page linking to the sessions
- The INSET 2024 poster (attached): bit.ly/DCP_2024INSET_Poster
- OneDrive folder containing INSET session videos: bit.ly/DCP_INSET_2024

For any concerns, please contact **Mr. Gerard Joseph Atienza** of ICTS-USD through Teams chat, by email at icts.usd@deped.gov.ph (*CC*: gerard.atienza@deped.gov.ph; *Subject:* **DCP Adoption: 2024 INSET**), or over the phone at +63 2 8633 7264.

For your information and appropriate action.

Microsoft 365

Productivity Trainings for Department of Education

Module

24 January: Introduction to DCP
DCP Highlights | Devices and Packages | Capability-Building Activities

25 January: Basic Education Report 2024

26 January: Introduction to Microsoft 365
Microsoft 365 Tour and Overview | Outlook | Teams

29 January: Advanced Productivity Tools
Productivity Tools | Word | Excel | PowerPoint | OneNote | Forms | OneDrive

30 January: Learning Accelerators
•Learning Accelerators | Reading Progress | Reading Coach | Reflect

INSET (24, 25, 26, 29, and 30 January 2024)
Target Audience: Teaching and Non-Teaching Personnel
Duration: 1.5 hrs., from 3:30 pm to 5:00 pm

Live via **DepEd Philippines Facebook Page**
Watch recordings on demand at **bit.ly/DCP_INSET_2024**

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Microsoft 365 Productivity Trainings for the Department of Education

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24 January 2024

Introduction to DCP

What you'll learn in this module

- **DCP Highlights**
- **Devices and Packages**
- **Capability Building Activities**

Target Audience: **Teaching and Non-Teaching Personnel**
Duration: **1.5 hrs. from 3:30 pm to 5:00 pm**
Live via **DepEd Philippines Facebook Page**
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26 January 2024

Introduction to Microsoft 365

What you'll learn in this module

- **Microsoft 365 Tour and Overview**
- **Outlook**
- **Teams**

Target Audience: **Teaching and Non-Teaching Personnel**
Duration: **1.5 hrs. from 3:30 pm to 5:00 pm**
Live via **DepEd Philippines Facebook Page**
Watch sessions on demand at **bit.ly/DCP_INSET_2024**

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29 January 2024

Advanced Productivity Tools

What you'll learn in this module

- **Productivity Tools**
- **Word, Excel, PowerPoint**
- **OneNote, Forms, OneDrive**

Target Audience: **Teaching and Non-Teaching Personnel**
Duration: **1.5 hrs. from 3:30 pm to 5:00 pm**
Live via **DepEd Philippines Facebook Page**
Watch sessions on demand at **bit.ly/DCP_INSET_2024**

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30 January 2024

Learning Accelerators

What you'll learn in this module

- **Learning Accelerators**
- **Reading Progress, Reading Coach**
- **Reflect**

Target Audience: **Teaching and Non-Teaching Personnel**
Duration: **1.5 hrs. from 3:30 pm to 5:00 pm**
Live via **DepEd Philippines Facebook Page**
Watch sessions on demand at **bit.ly/DCP_INSET_2024**

Attend the INSET live

DepEd Philippines

Target Audience: **Teaching and Non-Teaching Personnel**
Duration: **1.5 hrs. from 3:30 pm to 5:00 pm**

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Watch INSET recordings on demand

bit.ly/DCP_INSET_2024

Recordings of each session will be made available at the end of that session.

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Sign up and rate our daily sessions

bit.ly/DCP_INSET_2024_RegEval

Registering for *and* evaluating each INSET session is required to serve as attendance to that session.

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