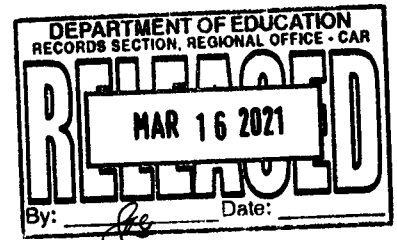




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region



March 16, 2021

**REGIONAL MEMORANDUM**  
 No. J 10 - 2021

**DREAM TEAMS – A MICROSOFT TEAMS ADOPTION CARAVAN**

TO: All Schools Division Superintendents  
 All Others Concerned

1. This office disseminates the OUA Memo 00-0321-0117 entitled “**DREAM TEAMS – A MICROSOFT TEAMS ADOPTION CARAVAN**”.
2. Each Schools Division Office and the Regional Office shall identify participants based on the allocation shown below. Identified participants should log on to <http://bit.ly/DepEdMSEducationCaravanCAR> and fill out the online form **not later than March 22, 2021**.

**NON-TEACHING AND TEACHING RELATED PERSONNEL**

Office	March 24 8AM-9:30AM	April 7 8AM-9:30AM	April 15 8AM-9:30AM	April 22 8AM-9:30AM
Regional Office	34	32	32	32
SDO Abra	32	32	32	34
SDO Apayao	32	32	32	32
SDO Baguio City	32	34	32	32
SDO Benguet	32	32	34	32
SDO Ifugao	32	32	32	32
SDO Kalinga	32	32	32	32
SDO Mt. Province	32	32	32	32
SDO Tabuk City	32	32	32	32
<b>TOTAL</b>	290	290	290	290



Address: Wangal, La Trinidad, Benguet, 2601  
 Telephone No: (074) 422 – 1318 | Fax No.: (074) 422-4074  
 Website: [www.depedcar.ph](http://www.depedcar.ph) | Email Address: [car@deped.gov.ph](mailto:car@deped.gov.ph)



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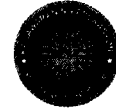
Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region

**TEACHING PERSONNEL**

Office	March 24 1PM-2:30PM	April 7 1PM-2:30PM	April 15 1PM-2:30PM	April 22 1PM-2:30PM
SDO Abra	145			
SDO Apayao	145			
SDO Baguio City		145		
SDO Benguet		145		
SDO Ifugao			145	
SDO Kalinga			145	
SDO Mt. Province				145
SDO Tabuk City				145
<b>TOTAL</b>	<b>290</b>	<b>290</b>	<b>290</b>	<b>290</b>

- Attached is the memorandum from the Office of the Undersecretary for Administration for further details.
- Should there be queries, feel free to contact the Regional IT Officer through [jumar.yagoan@deped.gov.ph](mailto:jumar.yagoan@deped.gov.ph).
- Immediate dissemination of this memorandum is desired.

  
**ESTELA L. CARIÑO EdD, CESO III**  
Regional Director *9* 3/16/2021



OUAD00-0321-0113  
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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0321-0117**  
**MEMORANDUM**  
12 March 2021

For: **Undersecretaries and Assistant Secretaries**  
**Central Office Bureau and Service Directors**  
**Regional Directors**  
(Regions IV-A, VI, VII, VIII and CAR)  
**Schools Division Superintendents**  
**Public School Heads**  
**All Others Concerned**

Subject: **DREAM TEAMS – A MICROSOFT TEAMS ADOPTION CARAVAN**

With the goal of fully implementing the use of Microsoft Teams as the official collaboration platform of the Department of Education (DepEd), the Information and Communications Technology Service – User Support Division (ICTS-USD), together with the Educational Technology Unit (EdTech) and in partnership with Microsoft Philippines, Inc., will hold a virtual adoption caravan titled ***Dream Teams – A Microsoft Teams Adoption Caravan*** from 18 March to 22 April 2021. This activity aims to demonstrate how the application is an integral part of daily work, a booster of productivity and a centralized hub for communication and collaboration.

The activity which will be conducted through **Microsoft Teams** aims to

1. encourage the activation of Office 365 accounts for teaching and non-teaching personnel of DepEd;
2. support the migration to Microsoft Teams as the official platform for communication; and
3. provide basic capacity building on Microsoft Teams and Office 365.

For more information on this activity, kindly refer to Annexes A and B. For any questions and concerns on the above-mentioned subject, the non-teaching and teaching-related personnel may email [icts.usd@deped.gov.ph](mailto:icts.usd@deped.gov.ph) (cc: [manuel.pascual002@deped.gov.ph](mailto:manuel.pascual002@deped.gov.ph)). Likewise, the teaching personnel may email [edtech@deped.gov.ph](mailto:edtech@deped.gov.ph).

For immediate dissemination and appropriate action.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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**Office of the Undersecretary for Administration (OUA)**

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (BLSS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207  
Email: [usec.admin@deped.gov.ph](mailto:usec.admin@deped.gov.ph); Facebook/Twitter @depedtayo

## Annex A

### Dream Teams – A Microsoft Teams Adoption Caravan

#### About the Sessions

1. The sessions aim to:
  - a. encourage the activation of Office 365 accounts for teaching and non-teaching personnel of DepEd;
  - b. support the migration to Microsoft Teams as the official platform for communication; and
  - c. provide basic capacity building on Microsoft Teams and Office 365.
2. **This is a series of informal discussions, not a training or a technical workshop.**
3. Each session is estimated to be 2 hours long.
4. There will be no more than 290 participants per session.
5. Participants shall be grouped according to their specific region and tenant.
6. All sessions will be delivered remotely through **Microsoft Teams**.
7. An email invite with the session link will be sent to identified participants before their designated session.
8. During activities, tokens will be awarded to participants, if applicable.

#### Responsibilities

	USD Office	Regional IT officers	Microsoft & Partner
<b>Pre-event</b>	<ul style="list-style-type: none"> <li>• Provision of memorandum for the event.</li> <li>• Cascading of signed memorandum to the involved Regions</li> </ul>	<ul style="list-style-type: none"> <li>• Dissemination of regional memorandum to the respective Schools Division Offices (SDOs)</li> <li>• Allocation of 290 slots per session</li> <li>• Determine participating SDOs for every session.</li> <li>• Management of participants' registration</li> </ul>	<ul style="list-style-type: none"> <li>• Assistance to Regional Information Technology Offices (ITOs) for the registration</li> </ul>
<b>During the event</b>	<ul style="list-style-type: none"> <li>• 1 USD personnel per session to assist and support participants</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring of event</li> <li>• Ensure attendance of participants from respective SDOs.</li> </ul>	<ul style="list-style-type: none"> <li>• Hosting of Teams Meeting per session</li> <li>• Overall facilitation of caravan</li> </ul>



## Requirements for Participants

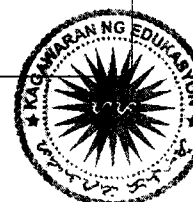
- I. The Central Office (CO), Regional Offices (ROs) and SDOs should identify participants for these sessions. See the **Schedules and Designated Participants** section for schedules of sessions and target participant groups per session.
- II. Designated participants must fulfill the following requirements:
  - A. belong in the region and tenant listed in the **Schedules** section of this document, and
  - B. have an **active DepEd email account and Microsoft 365 account** (for DepEd personnel).
    1. Prospective participants should contact the following offices/personnel for further assistance on acquiring access to their M365 account:
      - a. CO: ICTS-Solutions Development Division at support.email@deped.gov.ph
      - b. RO: Regional IT Officer
      - c. SDO and School: Division IT Officer
- III. **For CO personnel**, upon designation of their head of office, selected participants should log on to <http://bit.ly/DepEdMSEducationCaravan> and fill-out the online form not later than 17 March 2021.

As for the **participants from ROs and SDOs**, registration links will be provided by their respective ITOs prior to their identified schedules.

- A. Participants must already have their Microsoft 365 accounts to be able to fill out the form.
  - B. Entries to the form shall be considered as basis for designation of participants to their respective sessions.
  - C. Considering the attendee limit for each sessions, participants will be designated to their sessions on a **first-come, first-served basis**.
- IV. An invitation shall be sent to selected participants' **registered email addresses** before their assigned Teams session.

## Agenda

Topics	Duration
Opening Activities	30 mins
Health/Wellness Sessions via MS Teams	20 mins
Discussion: Effective work using MS Teams	40 mins
Question & Answer (Q & A)	10 mins
Games & Closing	10 mins



## Annex B

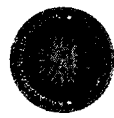
### Schedules

	Day 1	Day 2	Day 3	Day 4	Day 5
	18-Mar (Thu)	19-Mar (Fri)	22-Mar (Mon)	23-Mar (Tue)	24-Mar (Wed)
<b>NON-TEACHING &amp; TEACHING-RELATED</b>					
8AM – 9:30 a.m.	Tenant: R7-1	Tenant: R6-1	Tenant: R8	Tenant: R4A-2	Tenant: CAR
10AM – 11:30 a.m.	Tenant: R7-2	Tenant: R6-2	Tenant: R4A-1	Tenant: R4A-3	--
<b>TEACHING</b>					
1PM – 2:30 p.m.	Tenant: R7-1	Tenant: R6-1	Tenant: R8	Tenant: R4A-2	Tenant: CAR
3PM – 4:30 p.m.	Tenant: R7-2	Tenant: R6-2	Tenant: R4A-1	Tenant: R4A-3	--
	Day 6	Day 7	Day 8	Day 9	Day 10
	25-Mar (Thu)	26-Mar (Fri)	5-Apr (Mon)	6-Apr (Tue)	7-Apr (Wed)
<b>NON-TEACHING &amp; TEACHING-RELATED</b>					
8AM – 9:30 a.m.	Tenant: R7-1	Tenant: R6-1	Tenant: R8	Tenant: R4A-2	Tenant: CAR
10AM – 11:30 a.m.	Tenant: R7-2	Tenant: R6-2	Tenant: R4A-1	Tenant: R4A-3	--
<b>TEACHING</b>					
1PM – 2:30 p.m.	Tenant: R7-1	Tenant: R6-1	Tenant: R8	Tenant: R4A-2	Tenant: CAR
3PM – 4:30 p.m.	Tenant: R7-2	Tenant: R6-2	Tenant: R4A-1	Tenant: R4A-3	--



	<b>Day 11</b>	<b>Day 12</b>	<b>Day 13</b>	<b>Day 14</b>	<b>Day 15</b>
	8-Apr (Thu)	12-Apr (Mon)	13-Apr (Tue)	14-Apr (Wed)	15-Apr (Thu)
	<b>NON-TEACHING &amp; TEACHING-RELATED</b>				
8AM – 9:30 a.m.	Tenant: R7-1	Tenant: R6-1	Tenant: R8	Tenant: R4A-2	Tenant: CAR
10AM – 11:30 a.m.	Tenant: R7-2	Tenant: R6-2	Tenant: R4A-1	Tenant: R4A-3	--
	<b>TEACHING</b>				
1PM – 2:30PM	Tenant: R7-1	Tenant: R6-1	Tenant: R8	Tenant: R4A-2	Tenant: CAR
3PM – 4:30PM	Tenant: R7-2	Tenant: R6-2	Tenant: R4A-1	Tenant: R4A-3	--

	<b>Day 16</b>	<b>Day 17</b>	<b>Day 18</b>	<b>Day 19</b>	<b>Day 20</b>
	16-Apr (Fri)	19-Apr (Mon)	20-Apr (Tue)	21-Apr (Wed)	22-Apr (Thu)
	<b>NON-TEACHING &amp; TEACHING-RELATED</b>				
8AM – 9:30 a.m.	Tenant: R7-1	Tenant: R6-1	Tenant: R8	Tenant: R4A-2	Tenant: CAR
10AM – 11:30 a.m.	Tenant: R7-2	Tenant: R6-2	Tenant: R4A-1	Tenant: R4A-3	Tenant: CENTRAL
	<b>TEACHING</b>				
1PM – 2:30PM	Tenant: R7-1	Tenant: R6-1	Tenant: R8	Tenant: R4A-2	Tenant: CAR
3PM – 4:30PM	Tenant: R7-2	Tenant: R6-2	Tenant: R4A-1	Tenant: R4A-3	Tenant: CENTRAL



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