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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0521-0210**  
**MEMORANDUM**  
26 May 2021

For: **Regional Directors**  
**Schools Division Superintendents**  
**Region and Division Information Technology Officers**  
**Teaching Personnel and Non-Teaching Personnel**

Subject: **PILOT ORIENTATION AND APPLICATION TO THE**  
**MICROSOFT EDUCATION AMBASSADORS PROGRAM 2021**

The Office of the Undersecretary for Administration (OUA) through the Information and Communications Technology Service (ICTS) would like to invite the teaching and non-teaching personnel to the Microsoft Education Ambassadors (MEA) Program orientation. This program aims to create a sustainable community of passionate educators who are advocates of teaching with technology and empower thousands of teachers from the Department of Education (DepEd) on the latest ICT tools in teaching.

The next batch of applications for the MEA Program will be open from 31 May to 30 June 2021. Kindly refer to the following details:

1. The program orientation for teaching and non-teaching personnel will be conducted from 08 to 11 June 2021. This will provide more information on the MEA Program and the qualifications needed for application.
2. The following are attached for reference:
  - a. the breakdown of target regions, schedule, and maximum capacity of each orientation session (Annex A); and
  - b. matrix of program orientation sessions (Annex B).
3. Interested DepEd personnel may submit their applications to the program between 08 to 18 June 2021.
4. The orientation aims to
  - a. gather 1,600 qualified educators to proceed in the MEA Train the Trainer Program, which will capacitate them on the proper use of Microsoft 365 and tools for productivity, teaching, and learning; and



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

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

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- b. build a community of empowered MEA who will support and share the trainings cascaded by Microsoft to their fellow teachers, students, schools, and divisions.
5. The orientation will be conducted in a Microsoft Teams Live Event. All the necessary details such as the event link to the program session and pre-requisites will be coordinated through the involved Information Technology Officers.
6. The said program will be conducted mainly in four (4) DepEd Regions – Regions I, III, VIII, and XI.
7. A separate orientation will be conducted for Regions II, IV-A, IV-B, V, VI, VII, IX, X, XII, BARMM, CAR, CARAGA, and NCR (limited slots).

For clarifications and concerns regarding this activity, kindly contact the following:

1. Teaching personnel – [markanthony.jamisal@deped.gov.ph](mailto:markanthony.jamisal@deped.gov.ph)
2. Non-teaching personnel – [genesis.fernando@deped.gov.ph](mailto:genesis.fernando@deped.gov.ph)

Alternatively, participants may reach out to Microsoft Global Training Partner, Line Learning and Development for the same purpose through email at [support@line-lnd.com](mailto:support@line-lnd.com).

For immediate dissemination and guidance.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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## Annex A

### List of DepEd Regions and Divisions Scheduled for the MEA Program Orientation Session

Date of Orientation	Region	O365 Tenant	Total Capacity of Teams Live Event	Registration Link
08 June 2021 9:00 a.m.	<b>I</b>	r1.deped.gov.ph	20,000	<a href="http://bit.ly/MEAOrientationR1">bit.ly/MEAOrientationR1</a>
08 June 2021 2:00 p.m.	<b>III</b>	r3-1.deped.gov.ph r3-2.deped.gov.ph	20,000	<a href="http://bit.ly/MEAOrientationR3">bit.ly/MEAOrientationR3</a>
10 June 2021 9:00 a.m.	<b>VIII</b>	r8.deped.gov.ph	20,000	<a href="http://bit.ly/MEAOrientationR8">bit.ly/MEAOrientationR8</a>
10 June 2021 2:00 p.m.	<b>XI</b>	r11.deped.gov.ph	20,000	<a href="http://bit.ly/MEAOrientationR11">bit.ly/MEAOrientationR11</a>
11 June 2021 9:00 a.m.	II	r2.deped.gov.ph	20,000 <i>*Registration will be on a first-come, first-serve basis</i>	<a href="http://bit.ly/DepEdMEAOrientation">bit.ly/DepEdMEAOrientation</a>
	IV-A	r4a-1.deped.gov.ph r4a-2.deped.gov.ph r4a-3.deped.gov.ph		
	IV-B	r4b.deped.gov.ph		
	V	r5-1.deped.gov.ph r5-2.deped.gov.ph		
	VI	r6-1.deped.gov.ph r6-2.deped.gov.ph		
	VII	r7-1.deped.gov.ph r7-2.deped.gov.ph		
	IX	r9.deped.gov.ph		
	X	r10.deped.gov.ph		
	BARMM	armm.deped.gov.ph		
	CAR	car.deped.gov.ph		
	CARAGA	caraga.deped.gov.ph		
	NCR	ncr1.deped.gov.ph ncr2.deped.gov.ph		



**Important notes:**

1. Prior to attending the Teams Live Event, all attendees must secure and activate their DepEd Office 365 account to join the sessions.
2. Coordination on program logistics will be through the designated Central, Regional and Division Information Technology Officers, and this will cover the following:
  - a. generation and dissemination of Teams Live event link
  - b. registration and confirmation of participants
  - c. cascading of program details to field personnel involved
3. The **deadline of registration** for the program orientation sessions is on **04 June 2021**.



## Annex B

### MEA Program Matrix and Activities

#### Program Orientation for the MEA Program

**Attendees:** 20,000/session

**Program Duration:** 3 hours

Microsoft Education Ambassador Orientation
Microsoft Education Ambassador Orientation & Testimonial 1. Hybrid and Remote Learning 2. Microsoft Teams Overview 3. Accessibility 4. Sway
Accessing your Office 365 account 1. Overview of Office 365 2. How to log in/download & install Office 365 for you and your students
Hybrid and Remote Learning
Microsoft Teams 101
Sway Inclusion & Accessibility
Application to the MEA program and Next steps

*\*Please note that the program and activities are subject to slight changes.*



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