

TO: John Rey Paul
7th appropriate
attens. 6/7/22



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim



OUA MEMO 00-0522-0136
MEMORANDUM
24 May 2022



For: **Undersecretaries**
Assistant Secretaries
Bureau/Service Directors
Central Office Division Chiefs/Office Heads
Regional Directors
Minister of Basic, Higher & Technical Education, BARMM
Schools Division Superintendents
Regional and Division Information Technology Officers
Public School Principals and Heads
All Others Concerned

Subject: **ADVISORY ON REQUIREMENTS AND SCHEDULE OF MICROSOFT SKILLING AND CERTIFICATION PROGRAM FOR DEPED (MOS FOR ADMINISTRATIVE PERSONNEL)**

The Office of the Undersecretary for Administration (OUA), through the Information and Communications Technology Service—User Support Division (ICTS-USD), releases the attached Annex A which contains the Checklist for Participants and the Schedule of the Microsoft Skilling and Certification Program.

This is in relation to OUA Memorandum 00-0522-0072 titled *Call for Potential Participants for the Microsoft Skilling and Certification Program for DepEd (Microsoft Office Specialist [MOS] for Administrative Personnel)*.

The program is in partnership with Microsoft Philippines and Audentes Technologies Inc.

Another advisory with the list of participants and other details will be released.

For any questions or concerns on this subject, please contact Mr. Gerard Joseph Atienza of ICTS-USD at telephone number (02) 8633-7264, by Teams chat or through email address icts.usd@deped.gov.ph (cc: gerard.atienza@deped.gov.ph).

For immediate dissemination.

ALAIN DEL B. PASCUA
Undersecretary



Office of the Undersecretary for Administration (OUA)
(Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), 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; Facebook/Twitter @depedtayo



Republic of the Philippines
DEPARTMENT OF EDUCATION
Regional Office No. 5
Rawis, Legazpi City

May 26, 2022

TO: **Schools Division Superintendents/ OIC-SDSs**
Chiefs of the Division/ Section/ Units of DepEd ROV
All others concerned

For information and guidance.

GILBERT T. SADSAD
Regional Director

AD/PS/MATB

Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OF SORSOGON

June 7, 2022

TO: **Public Elementary and Secondary School Heads**
Teaching and Teaching Related Personnels
All Others Concerned

For information and guidance.

JOSE L. DONCILLO, CESO V
Schools Division Superintendent

Annex A: Requirements and Schedule

Microsoft Skilling and Certification Program for DepEd Microsoft Office Specialist (MOS) for Administrative Personnel

Checklist for Participants

Requirement		How to Verify
<i>Access</i>	Official DepEd account with Microsoft 365 (M365) access	Log on to office.com using your DepEd email address
<i>Productivity Tool</i>	M365 apps/Office 2019	In Word/Excel/PowerPoint: File > Account > Product Information
<i>Operating System</i>	Windows 8.1 or higher	Start > Settings > System > About > Edition
<i>Connection</i>	5 Mbit/s or higher	Log on to www.speedtest.net while connected to your target network
<i>App</i>	Microsoft Teams (browser or app)	Download the app at microsoft.com/en-us/microsoft-teams/download-app
<i>App</i>	Gmetrix	Download the app at gmetrix.net/GetGMetrixSMS.aspx

Schedule of Activities

Date	Activity	Time
3 June	Program Orientation (via Teams)	1 hour
8 June	LearnKey and Accessing Gmetrix (via Teams)	Batch 1: 9:00 – 10:00 AM
15 June	Gmetrix Practice Exam Demo (via Teams)	Batch 2: 1:00 – 2:00 PM
22 June	Certify Orientation (via Teams)	
6-10 June	<i>LearnKey Review (asynchronous)</i>	
13-17 June	<i>Gmetrix Practice (asynchronous)</i>	
27-30 June	MOS Exam Proper (via virtual machine)	1:45 hours





DepEd V Bicol Region <region5@depd.gov.ph>

Advance Copy re: ADVISORY ON REQUIREMENTS AND SCHEDULE RE: MICROSOFT SKILLING AND CERTIFICATION PROGRAM FOR DEPED (MOS FOR ADMINISTRATIVE PERSONNEL)

DepEd User Support Division <icts.usd@depd.gov.ph>

Tue, May 24, 2022 at 2:13 PM

To: ammy Legaspi <sammy.legaspi@depd.gov.ph>, NOR ALDEEN QADDOUMI <noraldeen.qaddoumi@depd.gov.ph>, CHERYLEE ARTATES <cherylee.artates@depd.gov.ph>, REY VALENZUELA <rey.valenzuela@depd.gov.ph>, ANTHONY TAROY <anthony.taroy@depd.gov.ph>, Buddy Deyto Jr <salvador.deyto@depd.gov.ph>, Noel Donell Narida <noeldonell.narida@depd.gov.ph>, Johnnyline Jagdon <johnnyline.jagdon@depd.gov.ph>, Jim Albert Lagado <jimalbert.lagado@depd.gov.ph>, "Antonio Llagas, Jr." <antonio.llagas@depd.gov.ph>, Ricardo Guinto <ricardo.guinto@depd.gov.ph>, ALDWIN OPRE <aldwin.opre@depd.gov.ph>, Marcelino Ahon <marcelino.ahon@depd.gov.ph>, Jumar Yago-an <jumar.yagoan@depd.gov.ph>, Gerrie Padilla <gerrie.padilla@depd.gov.ph>, Archie Macarambon <aratoc.macarambon@depd.gov.ph>, Pocholo Hernandez <pocholo.hernandez@depd.gov.ph>, Ralph Simon Mabulay <ralphsimon.mabulay@depd.gov.ph>

Cc: DepEd Ilocos Region <region1@depd.gov.ph>, ictu.region2@depd.gov.ph, Department of Education Regional Office III <region3@depd.gov.ph>, DepEd RO IV-A <region4a@depd.gov.ph>, mimaropa region <mimaropa.region@depd.gov.ph>, DepEd RO V <region5@depd.gov.ph>, DepEd VI Western Visayas <region6@depd.gov.ph>, DepEd RO VII <region7@depd.gov.ph>, Region VIII Eastern Visayas <region8@depd.gov.ph>, DepEd RO-IX ZamPen <region9@depd.gov.ph>, Department of Education Region 10 <region10@depd.gov.ph>, DepEd RO XI <region11@depd.gov.ph>, DepEd XII Soccsksargen <region12@depd.gov.ph>, DepEd Region XIII CARAGA <caraga@depd.gov.ph>, DepEd Cordillera Administrative Region <car@depd.gov.ph>, DepEd RO NCR <ncr@depd.gov.ph>, Encarnacion Escuadro <encarnacion.escuadro@depd.gov.ph>, joseph.santiago003@depd.gov.ph, gerard.atienza@depd.gov.ph

Good day,

Sending the approved Advisory for everyone's reference.

Thank you.

Best regards,

**User Support Division**

Information and Communications Technology Service

Department of Education

Rooms B-204-205, 2nd Floor, Bonifacio Building, DepEd Complex, Meralco Ave., Pasig City

Landline: +63 2 8633 7264

LIS/EBEIS Helpdesk: +63 2 8636 4878, +63 2 8633 2658

EHRIS Helpdesk: +63 2 8635 7369

Please let us know your experience with us by answering our Helpdesk Support Feedback Form. CLICK HERE TO TELL US HOW IT WENT.


Thank you in advance for your support.

To comply with the *Data Privacy Act of 2021* and DepEd's data privacy policies, we will keep your answers anonymous and use them solely to help improve our services.

On Tue, May 24, 2022 at 8:44 AM DepEd User Support Division <icts.usd@depd.gov.ph> wrote:

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MAY 24 2022

BY: [Signature] TIME: 2:22 PM



OUA MEMO 00-0522-0136
MEMORANDUM
 24 May 2022

For: Undersecretaries
Assistant Secretaries
Bureau/Service Directors
Central Office Division Chiefs/Office Heads
Regional Directors
Minister of Basic, Higher & Technical Education, BARMM
Schools Division Superintendents
Regional and Division Information Technology Officers
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The Office of the Undersecretary for Administration (OUA), through the Information and Communications Technology Service—User Support Division (ICTS-USD), releases the attached Annex A which contains the Checklist for Participants and the Schedule of the Microsoft Skilling and Certification Program.

This is in relation to OUA Memorandum 00-0522-0072 titled *Call for Potential Participants for the Microsoft Skilling and Certification Program for DepEd (Microsoft Office Specialist [MOS] for Administrative Personnel)*.

The program is in partnership with Microsoft Philippines and Audentes Technologies Inc.

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For immediate dissemination.

[Signature]
ALAIN DEL B. PASCUAL
 Undersecretary



Office of the Undersecretary for Administration (OUA)
[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]
 Department of Education, Central Office, Meralco Avenue, Pasig City
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Annex A: Requirements and Schedule

Microsoft Skilling and Certification Program for DepEd Microsoft Office Specialist (MOS) for Administrative Personnel

Checklist for Participants

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<i>Access</i>	Official DepEd account with Microsoft 365 (M365) access	Log on to office.com using your DepEd email address
<i>Productivity Tool</i>	M365 apps/Office 2019	In Word/Excel/PowerPoint: File > Account > Product Information
<i>Operating System</i>	Windows 8.1 or higher	Start > Settings > System > About > Edition
<i>Connection</i>	5 Mbit/s or higher	Log on to www.speedtest.net while connected to your target network
<i>App</i>	Microsoft Teams (browser or app)	Download the app at microsoft.com/en-us/microsoft-teams/download-app
<i>App</i>	Gmetrix	Download the app at gmetrix.net/GetGMetrixSMS.aspx

Schedule of Activities

Date	Activity	Time
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MICROSOFT SKILLING AND CERTIFICATION PROGRAM FOR DEPED (MOS FOR
ADMINISTRATIVE PERSONNEL)**

DepEd User Support Division <icts.usd@deped.gov.ph>

Tue, May 24, 2022 at 9:38 AM

To: ammy Legaspi <sammy.legaspi@deped.gov.ph>, NOR ALDEEN QADDOUMI <noraldeen.qaddoumi@deped.gov.ph>, CHERYLEE ARTATES <cherylee.artates@deped.gov.ph>, REY VALENZUELA <rey.valenzuela@deped.gov.ph>, ANTHONY TAROY <anthony.taroy@deped.gov.ph>, Buddy Deyto Jr <salvador.deyto@deped.gov.ph>, Noel Donell Narida <noeldonell.narida@deped.gov.ph>, Johnnyline Jagdon <johnnyline.jagdon@deped.gov.ph>, Jim Albert Lagado <jimalbert.lagado@deped.gov.ph>, "Antonio Llagas, Jr." <antonio.llagas@deped.gov.ph>, Ricardo Guinto <ricardo.guinto@deped.gov.ph>, ALDWIN OPRE <aldwin.opre@deped.gov.ph>, Marcelino Ahon <marcelino.ahon@deped.gov.ph>, Jumar Yago-an <jumar.yagoan@deped.gov.ph>, Gerrie Padilla <gerrie.padilla@deped.gov.ph>, Archie Macarambon <aratoc.macarambon@deped.gov.ph>, Pocholo Hernandez <pocholo.hernandez@deped.gov.ph>, Ralph Simon Mabulay <ralphsimon.mabulay@deped.gov.ph>

Cc: DepEd I Ilocos Region <region1@deped.gov.ph>, ictu.region2@deped.gov.ph, Department of Education Regional Office III <region3@deped.gov.ph>, DepEd RO IV-A <region4a@deped.gov.ph>, mimaropa region <mimaropa.region@deped.gov.ph>, DepEd RO V <region5@deped.gov.ph>, DepEd VI Western Visayas <region6@deped.gov.ph>, DepEd RO VII <region7@deped.gov.ph>, Region VIII Eastern Visayas <region8@deped.gov.ph>, DepEd RO-IX ZamPen <region9@deped.gov.ph>, Department of Education Region 10 <region10@deped.gov.ph>, DepEd RO XI <region11@deped.gov.ph>, DepEd XII Soccsksargen <region12@deped.gov.ph>, DepEd Region XIII CARAGA <caraga@deped.gov.ph>, Deped Cordillera Administrative Region <car@deped.gov.ph>, DepEd RO NCR <ncr@deped.gov.ph>, Encarnacion Escuadro <encarnacion.escuadro@deped.gov.ph>, joseph.santiago003@deped.gov.ph, gerard.atienza@deped.gov.ph

Good day,

Kindly disregard the previous email, attached is the revised Advisory for reference.

Apologies for the inconvenience.

Best regards,

User Support Division

Information and Communications Technology Service

Department of Education

Rooms B-204-205, 2nd Floor, Bonifacio Building, DepEd Complex, Meralco Ave., Pasig City

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Thank you in advance for your support.

To comply with the *Data Privacy Act of 2021* and DepEd's data privacy policies, we will keep your answers anonymous and use them solely to help improve our services.

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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim



OUA MEMO
MEMORANDUM
25 May 2022

For: **Undersecretaries
Assistant Secretaries
Bureau/Service Directors
Central Office Division Chiefs/Office Heads
Regional Directors
Minister of Basic, Higher & Technical Education, BARMM
Schools Division Superintendents
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Another advisory will be released announcing the participants and other details not mentioned in this one.

For any questions or concerns on this subject, please contact Mr. Gerard Joseph Atienza of ICTS-USD at (02) 8633-7264, by Teams chat or through email address icts.usd@deped.gov.ph (cc: gerard.atienza@deped.gov.ph).

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Undersecretary



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

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Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtago

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