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Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0721-0166

MEMORANDUM

22 July 2021

**For: Regional Directors and BARMM Education Minister
Schools Division Superintendents
Public School Heads
School ICT Coordinators**

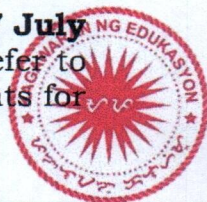
**Subject: ORIENTATION OF SCHOOL ICT COORDINATORS AND
TEACHERS ON THE USE OF THE LEARNING MANAGEMENT
SYSTEM (LMS) FOR MICROSOFT 365 PASSWORD RESET
AND APPLICATION FOR PNPKI DIGITAL SIGNATURES**

The Office of the Undersecretary for Administration (OUA) through the Information and Communication Technology Service (ICTS) enjoins school ICT coordinators and teachers who will serve in the 2021 National and Local Elections to attend a virtual orientation and demonstration on the use of the Learning Management System (LMS), which will cover Microsoft 365 (M365) password reset and application for Philippine National Public Key Infrastructure (PNPKI) digital signatures.

This activity, which shall be held through **Microsoft Teams**, aims to capacitate participants in the following:

1. creation and use of LMS accounts;
2. addressing concerns on M365 passwords of ICT coordinators and learners (asynchronous training for ICT coordinators); and
3. application for PNPKI digital signatures, as required by the Department of Information and Communications Technology (asynchronous training for teachers who will serve in the election).

This one-and-a-half-hour virtual event will be conducted on **26 and 27 July 2021**, with multiple morning and afternoon sessions for both days. Please refer to **Annex A** for the recommended training schedule for regions and requirements for the participants.



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



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For any questions and concerns, please contact Mr. Winifredo Valdez or Ms. Ma. Beatriz Pelobello through Microsoft Teams or email at support.usdlms@deped.gov.ph (cc: winifredo.valdez@deped.gov.ph, ma.pelobello@deped.gov.ph).

For immediate dissemination and appropriate action.



ALAIN DEL B. PASCUA
Undersecretary



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ORIENTATION OF SCHOOL ICT COORDINATORS AND
TEACHERS ON THE USE OF THE LEARNING MANAGEMENT
SYSTEM (LMS) FOR MICROSOFT 365 (M365) PASSWORD RESET
AND APPLICATION FOR PNPKI DIGITAL SIGNATURES

The Office of the Undersecretary for Administration (OUA) through the Information and Communication Technology Service (ICTS) enjoys school ICT coordinators and teachers who will serve in the 2021 National and Local Elections to attend a virtual orientation and demonstration on the use of the Learning Management System (LMS) which will cover Microsoft 365 (M365) password reset and application for Philippine National Police (PNP) digital signatures.

This activity, which shall be held through Microsoft Teams, aims to capacitate participants in the following:

1. creation and use of LMS accounts
2. addressing concerns on M365 passwords of ICT coordinators and teachers (asynchronous training for ICT coordinators); and
3. application for PNPKI digital signatures, as required by the Department of Information and Communication Technology (asynchronous training for teachers who will serve in the election).

This one-and-a-half-hour virtual event will be conducted on 26 and 27 July 2021, with multiple morning and afternoon sessions for both days. Please refer to Annex A for the recommended training schedule for regions and requirements for the participants.



Office of the Undersecretary for Administration (OUA)
Administration Service (AS) Information and Communication Technology Service (ICTS)
Division Risk Reduction and Management Service (DRMS) Bureau of Learning Support
Service (BLS) Bureau of Quality Improvement and Safety Office (BQISO)
Department of Education - Central Office, Marikina Avenue, Pasig City
Room 819, Marikina Bldg. Mobile: +632160320762, Tel: +6321 88337202, +6321 88337207
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Annex A

Orientation of School ICT Coordinators and Teachers on the Use of the LMS for M365 Password Reset and Application for PNPKI Digital Signatures

A. Requirements for Participants

1. Schools are requested to send details of the following personnel:
 - a. ICT Coordinators tasked to reset M365 passwords of learners.
 - b. Teachers that will serve in the upcoming national and local elections.
2. Designated participants must have an **active** DepEd email account and M365 account.
 - a. Prospective participants should contact their Division Information Technology Officers (ITOs) for further assistance in acquiring access to their M365 account.
3. The Regional ITOs will configure and set the schedule for their divisions to attend the asynchronous activity.
4. Upon designation by their School Heads, participants should log on to <https://bit.ly/O365PasswordResetOrientation> and fill-out the online form not later than 26 July 2021 at 12:00 noon.
5. An invite to the designated Teams session shall be sent to selected participants' registered email addresses before their assigned session.

B. Session Schedules

Live Virtual Orientation and Demonstration

Morning sessions: 9:00 – 10:30 a.m. and 11:00 a.m. – 12:30 p.m.

Afternoon sessions: 1:30 – 3:00 p.m. and 3:30 – 5:00 p.m.

Date	Time	Region	Topic/Subject
26 July 2021	1:30 – 3:00 p.m.	Luzon I (III, V, NCR, IV-B)	M365
	3:30 – 5:00 p.m.	Visayas	PNPKI
27 July 2021	9:00 – 10:30 a.m.	Luzon II (IV-A, CAR, I, II)	M365
	11:00 a.m. – 12:30 p.m.	Luzon II (IV-A, CAR, I, II)	PNPKI
	1:30 – 3:00 p.m.	Mindanao, BARMM	M365
	3:30 – 5:00 p.m.	Mindanao, BARMM	PNPKI

Important reminders:

1. Asynchronous training sessions will be conducted on 28 July – 25 August 2021.
2. Training courses will be replicated in Regional LMS Virtual Servers to ensure that systems resources will be able to accommodate the network traffic during the conduct of the activity.
3. Regional ITOs will configure the availability of the said courses within the specified time and date.



C. Program of Activities

Allotted Time	Activity
10 minutes	Opening Activity <ul style="list-style-type: none"> National Anthem & Prayer House Rules Welcoming Message Abram Y.C. Abanil, Director IV, ICTS
25 minutes	Orientation Proper (Teams) <ul style="list-style-type: none"> LMS Background Getting know PD-LMS, including navigation and proceeding to the course LMS login/forget password How to access your training (password) Asynchronous Training for M365 Password Reset <ul style="list-style-type: none"> Password reset for the accounts of ICT coordinators and learners Administrative instructions (training schedule and certificate) Output-driven Hands-on activity Asynchronous Training for PNPKI Digital Signatures <ul style="list-style-type: none"> Administrative instructions (training schedule and certificate) Hands-on activity
20 minutes	Question and Answer Sharing of Frequently Asked Questions (FAQs)
5 minutes	Closing Activity <ul style="list-style-type: none"> Closing Message Wrap-up



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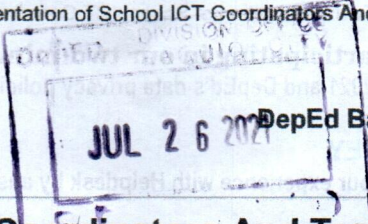


Topic/Subject	Region	Time	Date
M365	Region I (III, V, NCR, IV-B)	1:30 - 3:00 p.m.	26 July 2021
PNPKI	Mindanao	8:00 a.m.	26 July 2021
M365	Region II (IV-A, CAR, I, II)	10:30 a.m.	27 July 2021
PNPKI	Region II (IV-A, CAR, I, II)	12:30 p.m.	27 July 2021
M365	Mindanao, BARMM	1:30 p.m.	27 July 2021
M365	Mindanao, BARMM	3:30 - 5:00 p.m.	27 July 2021

Important reminders:

- Asynchronous training sessions will be conducted on 28 July - 25 August 2021.
- Training courses will be replicated in Regional LMS Virtual Servers to ensure that systems resources will be able to accommodate the network traffic during the conduct of the activity.
- Regional ITOs will configure the availability of the said courses within specified time and date.





DepEd Baguio City <baguio.city@deped.gov.ph>

Fwd: Orientation of School ICT Coordinators And Teachers On The Use Of The Learning Management System (LMS) For Microsoft 365 Password Reset and Application For PNPKI Digital Signatures

DepEd Baguio City <baguio.city@deped.gov.ph>
Draft

26 July 2021 at 11:45

----- Forwarded message -----

From: **Deped Cordillera Administrative Region** <car@deped.gov.ph>
Date: Mon, 26 Jul 2021 at 11:20
Subject: Fwd: Orientation of School ICT Coordinators And Teachers On The Use Of The Learning Management System (LMS) For Microsoft 365 Password Reset and Application For PNPKI Digital Signatures
To: Jumar B. Yagoan <jumar.yagoan@deped.gov.ph>
Cc: Baguio City <baguio.city@deped.gov.ph>, DepEd Benguet <benguet@deped.gov.ph>, DepEd Abra <abra@deped.gov.ph>, DepEd Ifugao <ifugao@deped.gov.ph>, DepEd Kalinga <kalinga@deped.gov.ph>, DepEd Mountain Province <mt.province@deped.gov.ph>, DepEd Tabuk City <tabuk.city@deped.gov.ph>, DepEd Apayao <apayao@deped.gov.ph>

----- Forwarded message -----

From: **DepEd User Support Division** <icts.usd@deped.gov.ph>
Date: Mon, Jul 26, 2021 at 11:17 AM
Subject: Orientation of School ICT Coordinators And Teachers On The Use Of The Learning Management System (LMS) For Microsoft 365 Password Reset and Application For PNPKI Digital Signatures
To: DepEd Ilocos Region <region1@deped.gov.ph>

Good Day!

For our Live session activity "Orientation of School ICT Coordinators and Teachers on the Use of the Learning Management System (LMS) for Microsoft 365 Password Reset and Application for the PNPKI Digital Certificate" please follow the Link below

July 26 (M365-1:30-3:00) - Luzon I (III, V, NCR, IV-B)
<https://bit.ly/July26M365PM>

July 26 (PNPKI 3:30-5:00pm) -Visayas
<https://bit.ly/July26PNPKIPM>

July 27 (M365 9:00am-10:30am) - Luzon II (IV-A, CAR, I, II)
<https://bit.ly/July27M365AM>

July27 (PNPKI 11:00am-12:30pm) - Luzon II (IV-A, CAR , I, II)
<https://bit.ly/July27PNPKIAM>

July 27 (M365 1:30pm-3:00pm) - Mindanao, BARMM
<https://bit.ly/July27M365PM>

July 27 (PNPKI 3:30pm-5:00pm) - Mindanao BARMM
<https://bit.ly/July27PNPKIPM>

To: All School Administrators, Principals & Teachers In-Charge
(Elementary & Secondary)
FOR YOUR INFORMATION & APPROPRIATE ACTION

MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent

Can we ask for your support by participating in our two-minute survey?

In compliance with the Data Privacy Act of 2021 and DepEd's data privacy policies, your answer will remain anonymous and will be used by ICTS - USD to improve our services.

I'D LIKE TO ANSWER THE SURVEY

Thank you in advance for sharing with us your experience with Helpdesk by answering the Helpdesk Support Feedback Form.

Best regards,

User Support Division, ICT 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

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website: www.depedcar.ph

Department of Education

Cordillera Administrative Region

Wangal, La Trinidad Benguet

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