

## Republic of the Philippines

## Department of Education

CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City

Office of the Schools Division Superintendent

SDO TABUK CITY
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09 October 2023

Division Memorandum No. 3/17\_, s. 2023

#### GUIDELINES FOR MICROSOFT OFFICE ADOPTION

FOR: Elementary School Heads
Secondary School Heads
Public Schools District Supervisor
All AO IIs assigned in Schools
All ADAS III and II assigned in Schools

 This is to inform all personnel that the email services of DepEd emails using Gmail have been disabled thus the Adoption of Microsoft (MS) Outlook. You can watch this video on how to login and update the account recovery of your MS Account.

tinyurl.com/sdotcmslog

2. All are advised to use MS Applications instead of the Google Apps to avoid complications in the future. Here is a guide:

GOOGLE	MICROSOFT	FUNCTION
Gmail	Outlook	Email services
Google Docs	Word	Processing tool that allows user to create, edit, and format text documents
Google Sheets	Excell	A spreadsheet
Google Slides	PowerPoint	Producing and editing slides and presentations
Google Meet	Teams	Collaboration platform for video conferencing
Google Drive	OneDrive	Cloud storage service
Google Forms	Microsoft Forms	A tool for creating surveys, quizzes, and polls

3. Field personnel accounts will now be following this format:

firstname.lastname@deped.gov.ph

\* All in lowercase, no dashes, and no spaces. First name and last name is separated with a dot (.)

Example:

Name of Personnel: Valerie Ann Pit-og

Account : valerieann.pitog@deped.gov.ph







Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga Email: tabuk.city@deped.gov.ph

Website: https://www.depedtabukcity.com





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4. Account distribution will be tasked to AOIIs, ADASIII, and ADASII assigned to schools for security and confidentiality.

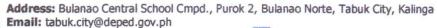
For immediate dissemination and strict compliance.

BENEDICTA B. GAMATERO PhD, CESO V

Schools Division Superintendent







Website: https://www.depedtabukcity.com

