



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

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26 July 2021

DIVISION MEMORANDUM  
No. 292, s. 2021

**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**

To: **Public Elementary School Heads**  
**Public Secondary School Heads**  
**Schools ICT Coordinators**  
This Division

1. Relative to OUA Memo 00-0721-0166, it is hereby requested that the school should allow at least one Schools ICT Coordinator to attend the Live Session for the "Orientation for 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".
2. The School ICT Coordinator designated by the School Head should register on the link below before 12 NN of July 26, 2021.

Link: <https://bit.ly/O365PasswordResetOrientation>.

3. Each School ICT Coordinator should take note of the instruction and processes during the orientation as the School ICT Coordinator will relay this to all teachers especially those who will serve the upcoming national and local election.
4. The link for the orientation will be provided through the Division IT Officer.
5. For further inquiries, you may contact Sherrie R. Dungog, the Division IT Officer at 0917 715 4632.
6. For more details, please see enclosed copy of the OUA Memo 00-0721-0166.





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7. This memorandum shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
  
8. Immediate and wide dissemination of this memorandum is desired.

OLGA C. ALONSABE, PhD, CESE  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
under the following subjects:

ICT

OSDS/SRD





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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)]*

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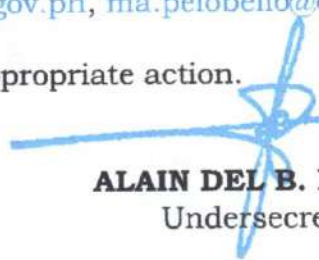


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For any questions and concerns, please contact Mr. Winifredo Valdez or Ms. Ma. Beatriz Pelobello through Microsoft Teams or email at [support.usdlms@deped.gov.ph](mailto:support.usdlms@deped.gov.ph) (cc: [winifredo.valdez@deped.gov.ph](mailto:winifredo.valdez@deped.gov.ph),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

For immediate dissemination and appropriate action.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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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.



## Program of Activities

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

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