



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
GATE 2, KARANGALAN VILLAGE  
1900 CAINTA, RIZAL



16 March 2021

**Regional Memorandum**

**DREAM TEAMS – A MICROSOFT TEAMS ADOPTION CARAVAN**

To **Schools Division Superintendents**  
**Division Information Technology Officers**  
**School Heads**  
**ICT Coordinators**

1. Relative to the OUA Memo 00-0321-0117 in the full implementation on the use of Microsoft Teams as the official collaboration platform of the Department of Education, the Regional Office through the ICT Unit and in partnership with Microsoft Philippines Inc., will hold a virtual adoption caravan entitled " Dream Teams- Microsoft Teams Adoptation Caravan from March 22 to April 21, 2021.
2. The activity aims to:
  - a. demonstrate how the application is integral part of daily work;
  - b. booster productivity;
  - c. centralized hub for commnucation and collaboration.
  - d. encourage the activation of Office 356 accounts for teaching and non-teaching personnel;
  - e. support the migration to Mircrosoft teams as the official paltform for communication; and
  - f. provide basic capacity building on Microsoft Teams and Office 365.
3. The participants may register until March 21, 2021 through the link provided in the Annex D.
4. For further information, you may contact Mr. Rey M. Valenzuela at [ict.calabarzon@deped.gov.ph](mailto:ict.calabarzon@deped.gov.ph).
5. Immediate dissemination of this memorandum is desired.

  
**WILFREDO E. CABRAL**  
Regional Director

cc: ict/reym



**"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"**

**Trunkline:** 02-8682-5773/8684-4914/8647-7487  
**Website:** [depedcalabarzon.ph](http://depedcalabarzon.ph)  
**Document Inquiry :** <https://r4a-teadoc.com/inquire>  
**Facebook:** DepEd R-4A Calabarzon

## Annex A

### Dream Teams – A Microsoft Teams Adoption Caravan

#### About the Sessions

1. The sessions aim to:
  - a. encourage the activation of Office 365 accounts for teaching and non-teaching personnel of DepEd;
  - b. support the migration to Microsoft Teams as the official platform for communication; and
  - c. provide basic capacity building on Microsoft Teams and Office 365.
2. This is a series of informal discussions, not a training or a technical workshop.
3. Each session is estimated to be 2 hours long.
4. There will be no more than 290 participants per session.
5. Participants shall be grouped according to their specific region and tenant.
6. All sessions will be delivered remotely through Microsoft Teams.
7. An email invite with the session link will be sent to identified participants before their designated session.
8. During activities, tokens will be awarded to participants, if applicable.

## Annex B

#### Requirements for Participants.

- I. The Central Office (CO), Regional Offices (ROs) and SDOs should identify participants for these sessions. See the Schedules and Designated Participants section for schedules of sessions and target participant groups per session.
- II. Designated participants must fulfill the following requirements:
  - a. belong in the region and tenant listed in the Schedules section of this document, and
  - b. have an active DepEd email account and Microsoft 365 account (for DepEd personnel).
    - i. Prospective participants should contact the following offices/personnel for further assistance on acquiring access to their M365 account:
      1. CO: ICTS-Solutions Development Division at [support.email@deped.gov.ph](mailto:support.email@deped.gov.ph).
      2. RO: Regional IT Officer. [ict.calabarzon@deped.gov.ph](mailto:ict.calabarzon@deped.gov.ph)
      3. SDO and School: Division IT Officer
    - ii. Participants must already have their Microsoft 365 accounts to be able to fill out the form according to their schedule as stated in the memorandum.
    - iii. Entries to the form shall be considered as basis for designation of participants to their respective sessions.



- iv. Considering the attendee limit for each sessions, participants will be designated to their sessions on a first-come, first-served basis.
- III. An invitation shall be sent to selected participants' registered email addresses before their assigned Teams session.

### Annex C

Agenda:

Topics	Duration
Opening Activities	30 minutes
Health/wellness Session via MS Teams	20 minutes
Discussion: effective work using MS Teams	40 minutes
Question and Answer (Q and A)	10 minutes
Games and Closing	10 minutes

### Annex D

Schedule and Link

March 22, 2021

Time	SDO	No of Participants	Participants	Tenant	Link
10:00 a.m.-11:30	Cavite Province	290	Non-Teaching and Teaching Related	Tenant : R4a-1	<a href="https://tinyurl.com/MS4ADay1AM">https://tinyurl.com/MS4ADay1AM</a>
3:00 p.m. – 4:30 p.m	Cavite Province	290	Teaching	Tenant : R4A-1	<a href="https://tinyurl.com/MS4aDay1PM">https://tinyurl.com/MS4aDay1PM</a>

March 23, 2021

Time	SDO	No of Participants	Participants	Tenant	Link
8:00 a.m – 9:00 a.m.	Laguna	290	Non-Teaching and Teaching Related	Tenant : R4A-2	<a href="https://tinyurl.com/MS4ADay2AM">https://tinyurl.com/MS4ADay2AM</a>
10:00 a.m- 11:30	Batangas Province	290		Tenant : R4A-3	
1:00 p.m – 2:30 p.m	Laguna Province	290	Teaching	Tenant : R4A-2	<a href="https://tinyurl.com/MS4ADay2PM">https://tinyurl.com/MS4ADay2PM</a>
3:00 p.m. – 3:30 p.m	Batangas Province	290		Tenant : R4A-3	

April 5, 2021

Time	SDO	No of Participants	Participants	Tenant	Link
10:00 a.m- 11:30	Bacoor City Cavite City Cavite Prov	60 30 210	Non-Teaching and Teaching Related	Tenant: R4a-1	<a href="https://tinyurl.com/MS4ADay3AM">https://tinyurl.com/MS4ADay3AM</a>
3:00 p.m. – 4:30 p.m	Bacoor City Cavite City	190 100	Teaching	Tenant: R4A-1	<a href="https://tinyurl.com/MS4ADay3PM">https://tinyurl.com/MS4ADay3PM</a>

April 6, 2021

Time	SDO	No of Participants	Participants	Tenant	Link
8:00 a.m – 9:00 a.m.	Binan City Cabuyao Calamba City	100 90 100	Non-Teaching and Teaching Related	Tenant : R4A-2	<a href="https://tinyurl.com/MS4ADay4AM">https://tinyurl.com/MS4ADay4AM</a>
10:00 a.m- 11:30	Rizal	290		Tenant: R4A-3	
1:00 p.m – 2:30 p.m	Binan City Cabuyao Calamba City	100 90 100	Teaching	Tenant: R4A-2	<a href="https://tinyurl.com/MS4ADay4PM1">https://tinyurl.com/MS4ADay4PM1</a>

3:00 p.m. – 3:30 p.m	Rizal	290		Tenant: R4A-3	
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April 13, 2021

Time	SDO	No of Participants	Participants	Tenant	Link
10:00 a.m.- 11:30	Dasmariñas City General Trias City Imus City	115 115 60	Non-Teaching and Teaching Related	Tenant: R4a-1	<a href="https://tinyurl.com/MS4ADay5AM">https://tinyurl.com/MS4ADay5AM</a>
3:00 p.m. – 4:30 p.m	Dasmariñas City General Trias City Imus City	100 100 90	Teaching	Tenant: R4A-1	<a href="https://tinyurl.com/MS4aDay5PM">https://tinyurl.com/MS4aDay5PM</a>

April 14, 2021

Time	SDO	No of Participants	Participants	Tenant	Link
8:00 a.m. – 9:00 a.m.	Quezon Lucena	240 50	Non-Teaching and Teaching Related	Tenant : R4A-2	<a href="https://tinyurl.com/MS4aDay6AM">https://tinyurl.com/MS4aDay6AM</a>
10:00 a.m.- 11:30	Antipolo City Batangas City	145 145		Tenant: R4A-3	
1:00 p.m. – 2:30 p.m	Quezon Lucena	170 120	Teaching	Tenant: R4A-2	<a href="https://tinyurl.com/MS4Aday6PM">https://tinyurl.com/MS4Aday6PM</a>
3:00 p.m. – 3:30 p.m	Antipolo City Batangas City	145 145		Tenant: R4A-3	

April 20, 2021

Time	SDO	No of Participants	Participants	Tenant	Link
10:00 a.m.-11:30	Cavite Province	290	Non-Teaching and Teaching Related	Tenant: R4a-1	<a href="https://tinyurl.com/MS4aDay7AM">https://tinyurl.com/MS4aDay7AM</a>
3:00 p.m. – 4:30 p.m	Cavite Province	290	Teaching	Tenant: R4A-1	<a href="https://tinyurl.com/MS4Aday7PM">https://tinyurl.com/MS4Aday7PM</a>

April 21, 2021

Time	SDO	No of Participants	Participants	Tenant	Link
8:00 a.m – 9:00 a.m.	San Pablo City Sta Rosa City Tayabas City	132 133 25	Non-Teaching and Teaching Related	Tenant : R4A-2	<a href="https://tinyurl.com/MS4ADay8AM">https://tinyurl.com/MS4ADay8AM</a>
10:00 a.m-11:30	Tanauan City Lipa City	145 145		Tenant: R4A-3	
1:00 p.m – 2:30 p.m	San Pablo City Sta Rosa City Tayabas City	105 105 80	Teaching	Tenant: R4A-2	<a href="https://tinyurl.com/MS4ADay8PM">https://tinyurl.com/MS4ADay8PM</a>
3:00 p.m. – 3:30 p.m	Tanauan City Lipa City	145 145		Tenant: R4A-3	