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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0820-0094
MEMORANDUM
14 August 2020

For: **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Subject: **TRAINING ON SYSTEM ADMINISTRATION FOR TENANTS IN GOOGLE GSUITE**

The Department of Education (DepEd), through the Information and Communications Technology Service (ICTS) and in partnership with Google will hold a training on System Administration for Tenants in Google Suite (GSuite).

The training shall capacitate Information Technology Officers (ITOs) to become GSuite system administrators and trainers; and to effectively deploy official email accounts for the students of DepEd.

The activity will be on **18 August 2020** from 9:00 AM to 12:00 NN. Please refer to Attachment A for the Program Outline and identified attendees per office.

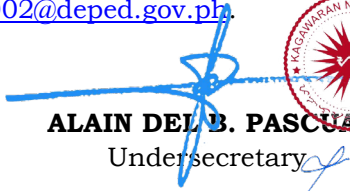
Attendees must register online at <https://bit.ly/GsuiteSystemAdmin>, on or before **12 noon of 17 August 2020** to be included in the Google Classroom, where other information relevant to the activity shall be further supplied.

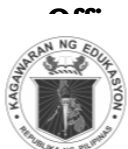
Moreover, attendees must prepare the following before attending the activity:

- A laptop or desktop PC that runs on at least **Windows 8 to 10** with **Google Chrome** (*web browser*) installed;
- Official DepEd email account; and
- Stable internet connectivity.

For other concerns, please contact Mr. Manuel Pascual at 0915.711.1839 (from 7:00 AM to 4:30 PM), or email icts.usd@deped.gov.ph cc: manuel.pascual002@deped.gov.ph

For appropriate action and immediate dissemination.


ALAIN DEL B. PASCUAL
Undersecretary



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Secretary for Administration (OUA)

Information and Communications Technology Service (ICTS),
Management Service (DRMMS), Bureau of Learner Support
Services Camp (BTC), Central Security & Safety Office (CSSO)]

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Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
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ATTACHMENT A**Programme - Admin Console Training**

August 18, 2020

Time	Program	Speaker
9:00 - 9:05 AM	Phillippine National Anthem	
9:05 - 9:10 AM	Invocation	
9:10 - 9:20 AM	Opening Remarks	Dir. Abram Y. C. Abanil Director IV, ICT Service Department of Education
9:20 - 9:30 AM	Message to the Participants	Ms. Aileen Apolo-De Jesus Senior Manager Google for Education
9:30 - 9:35 AM	Introduction of the Speaker	
9:35 - 11:55 AM	Training Proper	Mr. Ryan Raz Q Software Research Corp.
11:55 - 12:10 NN	Q & A	
12:10 - 12:25 PM	Discussion on Future Training Sessions	Ms. Encarnacion Escudro Information Technology Officer III User Support Division, DepEd
12:20 - 12:30 PM	Closing Remarks	Ms. Myna Sabado Director Q Software Research Corp.
12:30 PM	END OF TRAINING	

Masters of Ceremonies:

Ms. Camille Cabatu, Q Software Research
Mr. Roy Benson, National Educator Academy of the Philippines



Regional and Division IT Officers, selected ICTS and NEAP personnel expected to attend:

Region	RITO	DITO
ARMM	1	9
CAR	1	8
CARAGA	1	12
NCR	1	16
REGION I	1	14
REGION II	1	9
REGION III	1	20
CALABARZON	1	21
MIMAROPA	1	7
REGION IX	1	9
REGION V	1	13
REGION VI	1	20
REGION VII	1	19
REGION VIII	1	13
REGION X	1	14
REGION XI	1	11
REGION XII	1	9

Central Office	
ICTS-USD	7
ICTS-SDD	2
BHROD-NEAP	1

GRAND TOTAL	251
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