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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**

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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.

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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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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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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** • National Anthem & Prayer • House Rules • Welcoming Message **Abram Y.C. Abanil**, Director IV, ICTS
25 minutes	**Orientation Proper (Teams)** • 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** • 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** • Administrative instructions (training schedule and certificate) • Hands-on activity
20 minutes	**Question and Answer** **Sharing of Frequently Asked Questions (FAQs)**
5 minutes	**Closing Activity** • Closing Message • Wrap-up

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