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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0920-0110**  
**MEMORANDUM**  
12 September 2020

For: **Regional Directors**  
**Schools Division Superintendents**  
**Regional Information and Technology Officers**  
**Division Information and Technology Officers**

Subject: **TEACH-BACK OF MICROSOFT EDUCATION AMBASSADORS**  
**AND TRAINERS OF REMOTE LEARNING ON THE USE OF**  
**MICROSOFT ONENOTE, MICROSOFT TEAMS & OFFICE 365**

The Information and Communications technology Service–Educational Technology Unit (ICTS-EdTech Unit) in partnership with Microsoft Philippines has successfully conducted the In-service Train the Trainer (TTT) webinar session entitled “Train the Trainers on Remote Learning Using MS Teams and Office 365” last 29-30 June 2020 and upskilling of Microsoft Education Ambassadors (MEAs) from DepEd last June 2020. The webinar session has empowered and prepared the trainers to teach and prepare their fellow teachers in cascading the effective methodology of delivering quality instructions using MS Teams and Office 365.

Each trainer is tasked to teach-back what they have learned in their own divisions, schools, and faculties by facilitating webinar sessions. Topics covered on remote learning will focus on the use of Office 365, including MS OneNote and MS Teams. The recommend training matrix is shown in Appendix 1-Training Matrix for Remote Learning.

Detailed instructions for the teach-back:

- MEAs and TTT trainers will teach-back recommended content as attached in this document as Appendix 1 – Training Matrix for Remote Learning through a webinar session hosted in MS Teams.
- Each MEA or TTT trainer is recommended to cover 30-50 attendees per session conducted. More than 50 attendees will be solely under the discretion of the trainer.
- MEAs and TTT trainers are expected to teach-back between 14 September



**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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to 30 October 2020.

- The list of MEAs and TTT trainers can be found on Appendix 2 – List of Microsoft Education Ambassadors and Train the Trainers.
- Resources, materials, and training deck to be used can be found on the DepEd Professional Development LMS ([training.deped.gov.ph](http://training.deped.gov.ph))

Reporting guidelines for the teach-back:

- MEAs and TTT trainers must encode their scheduled webinars beforehand at <http://edutrack.microsoft.com> .
- MEAs and TTT trainers must submit the following details in the ICTS-EdTech Unit email address [edtech@deped.gov.ph](mailto:edtech@deped.gov.ph) .
  - Date of webinar session
  - Total number of attendees
  - 2 to 3 screenshots of the webinar session
  - Screenshot of the encoded training in <http://edutrack.microsoft.com>
- MEAs and TTT trainers who have successfully completed the teach-back and followed the reporting guidelines will receive a Certificate of Recognition issued by DepEd ICTS–EdTech Unit and Microsoft Philippines.

For immediate and appropriate action.

  
  
**ALAIN DEL B. PASCUA**  
Undersecretary

  


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