



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN


June 16, 2021

**DIVISION MEMORANDUM**  
No. 173, s. 2021

**ORIENTATION OF SCHOOL ICT COORDINATORS ON THE  
MICROSOFT 365 LEARNER ACCOUNTS DISTRIBUTION**

To: **Public Schools District Supervisors  
Heads, Public Elementary, Secondary and Integrated Schools  
School ICT Coordinators  
All Others Concerned**

1. Please find attached Regional Memorandum No. 309, s. 2021 dated June 15, 2021 titled "**ORIENTATION OF SCHOOL ICT COORDINATORS ON THE MICROSOFT 365 LEARNER ACCOUNTS DISTRIBUTION**," with the information on the conduct of a Webinar for ALL School ICT Coordinators on June 17, 2021 at 9:00 o'clock in the morning to discuss the automated process of the distribution and activation of the learner's O365 accounts.
2. The webinar will be virtually conducted using MS Teams live event through this link: [bit.ly/r6Webinar0365](https://bit.ly/r6Webinar0365).
3. Immediate dissemination of and compliance with this Memorandum are desired.

  
**MIGUEL MAC D. APOSIN EdD., CESO V**  
Schools Division Superintendent

Enclosure: None

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

LEARNERS                      MICROSOFT 365                      ICT  
/FPJ





Republic of the Philippines  
**Department of Education**  
 REGION VI – WESTERN VISAYAS

**REGIONAL MEMORANDUM**

No. 309 s.2021

JUN 15 2021

**ORIENTATION OF SCHOOL ICT COORDINATORS ON THE MICROSOFT 365  
 LEARNER ACCOUNTS DISTRIBUTION**

**To: Schools Division Superintendents  
 Information Technology Officers  
 School ICT Coordinators  
 All Others Concerned**

1. In connection with OUA Memo 00-0521-0210 on the Distribution of Microsoft Accounts for the Learners, this Office shall conduct a Webinar for All School ICT Coordinators on June 17, 2021 at nine o'clock in the morning to discuss the automated process of the distribution and activation of the learners' 0365 accounts.
2. The webinar shall be conducted virtually using MS Teams live event with the link: [bit.ly/r6Webinar0365](https://bit.ly/r6Webinar0365).
3. Immediate dissemination of and compliance with this Memorandum are desired.

**RAMIR B. UYTICO EdD, CESO IV**  
 Regional Director

Enclosure : None  
 Reference : As stated  
 To be indicated in the Perpetual Index  
 under the following subjects:

LEARNERS  
 MICROSOFT 365  
 ICT



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