



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY
DISTRICT II
GOLDENVILLE ELEMENTARY SCHOOL
PHASE 4B, BRGY. MINUYAN PROPER

February 23, 2022

School Memorandum
No. 15 s. 2022

TO: **Marissa M. Solomon, Principal III**
Grade 4-6 teachers
Grade 4-6 learners who have gadget availability and access to the Internet

DATE: **February 23, 2022**

SUBJECT: **Training of Grade 4-6 Learners in Utilizing Office 365 Productivity Applications**

1. Prior to the training, the school ICT coordinator will initiate a survey that will consolidate the number and name of learners who have gadget availability and access to the Internet. This will be conducted by class advisers that should be done on February 24-25, 2022.
2. This is to announce that all Grade 4 to Grade 6 learners who have access to the Internet and have the availability of gadgets based on the survey are invited to attend said training.
3. The training will be held on March 10-11, 2022, at 9:00-11:00 am via Google Meet on Day 1 and Microsoft Teams on Day 2.
4. This training aims to:
 - a. disseminates the steps in the installation of Office 365
 - b. utilizes and explore the features of Office 365 Applications
5. Expected outputs should be submitted the day after Day 1 training.
6. Immediate and wide dissemination is desired.

Marjorie G. Perez
MARJORIE G. PEREZ
ICT COORDINATOR

Marissa M. Solomon
MARISSA M. SOLOMON
PRINCIPAL III



Goldenville Elementary School
Phase 4B, Minuyan Proper, San Jose Del Monte City, 3023
School ID: 162506
Official Email : 162506.sjdmc@deped.gov.ph
Official Website: depedgoldenvillees.weebly.com

