



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 28, 2022

School Memorandum
No. 16 s. 2022

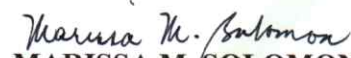
TO: **Marissa M. Solomon, Principal II**
GOVES Faculty

DATE: **February 28, 2022**

SUBJECT: **Training for Teachers in Utilizing Office 365 Productivity Applications**

1. This is to announce that all teachers of Goldenville Elementary School are invited to attend the "Training for Teachers in Utilizing Office 365 Productivity Applications.
2. The training will be held on March 25, 2022, at 9:00-12:00 am via Microsoft Teams.
3. This training aims to:
 - a. disseminates the steps in the installation of Office 365
 - b. utilizes and explore the features of Office 365 Applications
 - c. discuss some helpful tips in using Office 365 Applications
5. Expected outputs should be submitted the day after training.
6. Immediate and wide dissemination is desired.


MARJORIE G. PEREZ
ICT COORDINATOR


MARISSA M. SOLOMON
PRINCIPAL II



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