



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS


6 Oct 2023

DIVISION MEMORANDUM
No. 537 s. 2023

**SDO TAYABAS CITY ICT ONLINE HELP DESK FOR MICROSOFT SERVICES,
EMAIL CREATION, AND ACCOUNT RESET**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
ICT Coordinators
All Others Concerned

1. Pursuant to **Memorandum OUA-OUT-011023-10 MICROSOFT 365 ADOPTION** which the Department provide as tool and service for its personnel that promote a culture of collaboration and communication and improve performance of task.
2. The OSDS – ICT Unit is launching an online help desk platform to accommodate the needs of the Division during this transition period from Google to Microsoft Services, all the School ICT Coordinators are requested to assist on the school level transition.
3. Links to the Microsoft Forms are: “SDO Tayabas - Microsoft Issues and Concern Form” - <https://forms.office.com/r/KghXAx9v6T> and “SDO Tayabas - Email Request Form” <https://forms.office.com/r/HJMiS2tJ4b>, for further clarification of issues and concerns you can send an Email through ict.tayabas@deped.gov.ph.
5. Attached are the QR codes for the stated Microsoft Links.
6. For immediate dissemination and compliance of all concerned.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: Memorandum OUA-OUT-011023-10

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

ICT Help Desk

OSDS-ICT/ SDO TAYABAS CITY ICT ONLINE HELP DESK FOR MISCROSOFT SERVICES, EMAIL
CREATION, AND ACCOUNT RESET/None /October 6, 2023

SDO Tayabas - Email Request
Form



SDO Tayabas - Microsoft Issues
and Concern Form

