September 9, 2021

SCHOOL MEMORANDUM
NO. 060 s.2021

To: Teachers
    All concerned

PARENTS AND LEARNERS’ ORIENTATION ON HOW TO UTILIZE MICROSOFT TEAMS

1. This office announces the conduct of Parents and Learners’ on How to Utilize Microsoft Teams on September 15, 2021 at 9:00 AM via MS Teams.

2. This activity aims to:
   a. Provide updates on the use of Microsoft Teams for learners; and
   b. Train the learners on remote learning using Microsoft Office 365.

3. Enclosed is the orientation matrix and assigned speaker per grade level.

4. For information and guidance.

DIANALYNIA. PALAGANAS PhD
Principal II
# SCHOOL MEMORANDUM NO. 060 s.2021
Enclosure No. 1

## PARENTS AND LEARNERS’ ORIENTATION ON HOW TO UTILIZE MICROSOFT TEAMS

### ORIENTATION MATRIX

**September 15, 2021**  
9:00 AM – 12:00 NN

<table>
<thead>
<tr>
<th>GRADE LEVEL</th>
<th>SPEAKER</th>
<th>LINK</th>
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</thead>
</table>
| KINDERGARTEN | EMEL S. ESCOBIDO  
TEACHER I  
SCHOOL MEA | The link will be sent to your respective GCs |
| GRADE 1 | MARILOU L. DADUL  
TEACHER I  
SCHOOL MEA | The link will be sent to your respective GCs |
| GRADE 2 | MICHAEL ANGELO B. PAGARA  
TEACHER III  
SCHOOL MEA | The link will be sent to your respective GCs |
| GRADE 3 | PRINCESS E. BARBA  
TEACHER I |
| GRADE 4 | ELINY P. CASTRO  
TEACHER I |
| GRADE 5 | MARISSA C. NAVARRO  
TEACHER III |
| GRADE 6 | CHERILYN E. PEDROZA  
TEACHER I |

| FACILITATOR: PRINCESS E. BARBA  
TEACHER I |
| MODERATOR: ELINY P. CASTRO  
TEACHER I |
| FACILITATOR: MARISSA C. NAVARRO  
TEACHER III |
| MODERATOR: CHERILYN E. PEDROZA  
TEACHER I |
| FACILITATOR: BRIAN L. BERRUICO  
TEACHER I |
| MODERATOR: JOEMAR E. GALAN  
TEACHER I |