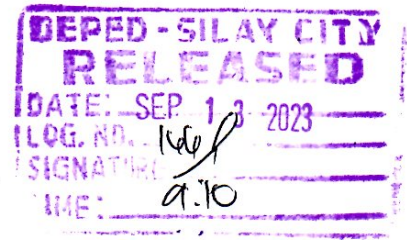




Republic of the Philippines
Department of Education
 REGION VI - WESTERN VISAYAS
SCHOOLS DIVISION OF SILAY CITY



September 13, 2023

DIVISION MEMORANDUM

No. 354 s. 2023

**SUBMISSION OF APPLICANTS FOR THE GURONG-MATATAG:
 CONDUCT OF MICROSOFT CERTIFIED EDUCATORS (MCE) EXAMINATION FOR
 DEPED TEACHERS (2ND BATCH)**

To : OIC- Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads

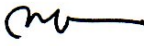
1. Anent to Memorandum DM-OUHROD-2023-1238, titled **GURONG-MATATAG: CONDUCT OF MICROSOFT CERTIFIED EDUCATORS (MCE) EXAMINATION FOR DEPED TEACHERS (2ND BATCH)**, Public Schools District Supervisors are advised to submit the **list of teacher' applicants who shall take the MCE examination on September 19 to 22, 2023 (preferably techy teachers and willing to be a Division trainer).**

2. Deadline on the submission of the list of teacher' applicants shall be **today, September 13, 2023 at 10:00 a.m.**, attention to **CARLA S. BARZO**, SEPS-Human Resource Development, SGOD. Please follow the template below.

Name of Teacher	School	DepEd Email Add
1.		
2.		

3. It is understood that in the conduct of this activity there shall be no discrimination on account of age, school, gender, civil status, disability, religion or other similar factors/personal circumstances that run counter to the principles of equal opportunity.

4. Immediate and widest dissemination of this Memorandum is desired.


SALVADOR O. OCHAVO JR. EdD, CESO V
 Schools Division Superintendent ^{MOB}

Incl.: None

Reference: Memorandum DM-OUHROD-2023-1238

To be included in the Perpetual Index

under the following subjects:

SCHOOLS

TEACHERS

TRAINING PROGRAMS



Rizal St., Brgy. III, Silay City, Negros Occidental

Website: www.depedsilaycity.weebly.com

Email Address: deped.silay@deped.gov.ph

Facebook Account: <https://www.facebook.com/DepEdSilayCity>

Contact Number: Admin 4417153/ 458-4396/ HR 458-4401/ SGOD 458-4402/CID 458-4406/



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2023-1238

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
HUMAN RESOURCE DEVELOPMENT DIVISION CHIEFS
NEAP-R FOCAL PERSONS
ALL OTHERS CONCERNED

FROM : *Gloria*
GLORIA JULIANE MERCADO
Undersecretary for Human Resource and Organizational Development

SUBJECT : GURONG-MATATAG: CONDUCT OF MICROSOFT CERTIFIED-
EDUCATORS (MCE) EXAMINATION FOR DEPED TEACHERS
(2nd BATCH)

DATE : September 08, 2023

1. In connection with RA 11713, otherwise known as Excellence in Teacher Education Act of 2021, institutionalizing the National Educators Academy of the Philippines (NEAP) being the training arm of the Department of Education (DepEd), to provide quality professional development programs to teachers, school leaders, and other teaching related personnel and with DepEd's MATATAG agenda supporting teachers to teach better, NEAP in partnership with Microsoft hereby conducts the 2nd Batch of the Microsoft Certified Educator (MCE) examination for teachers on September 19 to 22, 2023 (Tuesday to Friday).
2. A total of 122 teacher-examinees (see Annex A) who failed to take the examination during the pilot run will be given slots for completion.
3. In view of this, NEAP would like to secure the assistance of the concerned Education Program Supervisor (EPS) in the Regional Offices to confirm the availability of their respective participants who shall take the examination. Furthermore, EPS is requested to submit the final list of teacher-examinees (see Annex B for the template) who will take the MCE examination.
4. All examinees will receive instructions via email regarding details of their in-depth synchronous orientation for the MCE examination. There will be two (2) slots offered:
 - September 14, 2023 - Thursday, 5:00 p.m. to 8:00 p.m.
 - September 15, 2023 - Friday, 6:00 p.m. to 8:00 p.m.

The Teams meeting link will be sent to the registered e-mail address of the examinees. The time and date will be finalized during the in-depth synchronous

orientation. For examinees who will not be able to attend the synchronous orientation, a link to the recording of the session will be made available.

Please note that it is required for examinees to complete an orientation session prior to exam administration.

5. The examinees may access the link: <https://bit.ly/MCEFILES> for the MCE Brief, Objective Domains, and Skills Covered by the MCE exam.
6. The proposed exam schedule is as follows:

Exam Date	Exam Time	Exam Machines
September 19, 2023	5:00 p.m. to 8:00 p.m.	31
September 20, 2023	5:00 p.m. to 8:00 p.m.	31
September 21, 2023	5:00 p.m. to 8:00 p.m.	31
September 22, 2023	5:00 p.m. to 8:00 p.m.	31

7. In preparation for the actual examination, examinees are encouraged to have the following technical requirements:
 - Office 365/2019 Apps installed on their laptops or desktops. Teachers can download this at <http://portal.office.com> using their DepEd M365 email addresses.
 - Microsoft Learn Account - Sign in or create an account at <https://learn.microsoft.com>.
 - Certipart User Account - Sign in or create an account at <https://www.certipart.com/portal/pages/registration.aspx>
 - Minimum requirement of laptop or desktop to be used
 - Windows 10 Operating system at least ver. 1607 build 14393.2515 or later (32-bit and 64-bit)
 - Processor Recommended - 2.6 GHz or higher (minimum Requirement - 1.3 GHz)
 - RAM - 4GB and Hard Drive - 5GB
 - Internet Connection Recommended - High-speed stable internet, Wi-Fi or DSL with a minimum requirement of 10mbps download speed
 - Firewall - Disable VPN/Corporate Firewall
 - Keyboard & Mouse - 2-button wheel mouse and Keyboard
8. It is highly recommended that examinees undergo a self-paced review using the MCE Study Guide <https://alsara.com/MCEStudyGuide>.
9. Test results provided by Microsoft will serve as a baseline of the Information and Communications Technology (ICT) skills for teaching relevant to NEAP's goal to come up with skilling and intervention programs for teachers.
10. For more information or inquiries, please email Ms. Ana-Sol Reyes/NEAP via neap.rtd@deped.gov.ph or Ms. Grace Co/Microsoft via graceco@microsoft.com.
11. Immediate dissemination of and appropriate action on this memorandum is earnestly desired.



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

LIST OF TEACHER-EXAMINEES FOR MCE EXAMINATION – BATCH 2

NO.	FULL NAME	SDO	REGION	EMAIL ADD
1			Region VI	
2			Region VI	
3			Region VI	
4			Region VI	
5			Region VI	
6			Region VI	
7			Region VI	
8			Region VI	
9			Region VI	
10			Region VI	
11			Region VI	
12			Region VI	
13			Region VI	
14			Region VI	
15			Region VI	
16			Region VI	
17			Region VI	
18			Region VI	
19			Region VI	
20			Region VI	



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033)509-7653; (033)336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph