



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

19 May 2021

DIVISION MEMORANDUM

No. 180, s. 2021

DISTRIBUTION OF MICROSOFT ACCOUNTS

To: **All Public Elementary and Secondary School Heads**
All Schools ICT Coordinators
All Others Concerned
This Division

1. In reference to OUA MEMO 00-0521-0085, the Office of the Undersecretary for Administration (OUA) is spearheading a number of online activities using Microsoft Teams as the official platform beginning May 2021 with an event for graduating Grade 12 learners and their teachers.
2. In this connection, all schools are required to facilitate the distribution and activation of Microsoft O365 accounts to all its learners. As priority, ensure that all Grade 12 learners and their teachers should have their Microsoft O365 accounts activated by *May 28, 2021*.
3. With the said task at hand, the 2 designated ICT Coordinators of all 23 schools of the Division of El Salvador City are hereby required to attend the orientation on *May 21, 2021* via Google Meet from 9:00 AM to 12 NN. The link will be provided via DepEd Email.
4. Necessary work arrangement will be decided by the School Head to ensure that the designated Schools ICT Coordinators will have strong Internet connection to accommodate the virtual orientation.
5. For further inquiries, you may contact Sherrie R. Dungog, the Division IT Officer at 0917 715 4632.



Address: Zone 3, Poblacion, El Salvador City | Website: www.depedelsalvadorcity.net
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6. Further, this Office shall adhere to Equal Opportunity Principle (EOP) wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
7. Immediate and wide dissemination of this memorandum is desired.

OLGA C. ALONSABE, PhD, CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

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

ICT

OSDS/SRD



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OJAD00-0521-0085
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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OJA MEMO 00-0521-0085
MEMORANDUM
12 May 2021

For: **Regional Directors**
Schools Division Superintendents
All Regional and Division IT Officers, and School ICT
Coordinators

Subject: **DISTRIBUTION OF MICROSOFT ACCOUNTS**

The Office of the Undersecretary for Administration (OJA) is spearheading a number of online activities using Microsoft Teams as the official platform, beginning May 2021 with an event for graduating Grade 12 learners and their teachers.

In line with this and other upcoming online events, all Regional and Division IT Officers and School ICT Coordinators are directed to ensure the complete distribution ICTS-issued DepEd Microsoft O365 accounts to teaching and non-teaching personnel and learners under their respective scopes.

Priority shall be given to Grade 12 learners and their teachers who should have their accounts ready and activated by May 28, 2021.

A meeting with all ITOs will be conducted for a briefing on this initiative and upcoming activities. Details will be released in a separate memorandum.

For inquiries, please contact Kathleen Aisa R. Bandiola of the ICTS-User Support Division through email at kathleen.bandiola@deped.gov.ph.

For strict compliance.


ALAIN DEL B. PASCUA
Undersecretary



Office of the Undersecretary for Administration (OJA)

(Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO))

Department of Education, Central Office, Meralco Avenue, Pasig City