



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

20 January 2023

DIVISION MEMORANDUM
No. 032, s. 2023

MICROSOFT 365 ADOPTION

To: **Assistant Schools Division Superintendent**
Chief Education Supervisor, CID
Chief Education Supervisor, SGOD
Public Elementary and Secondary School Heads
All Teaching Personnel
All Non-Teaching Personnel
All Others Concerned
This Division

1. Relative to OUA-OUT-011023-010 and RM No. 26, s.2023 titled “Microsoft 365 Adoption”, all personnel of the Division of El Salvador City are informed to maximize the use of the Microsoft 365 accounts.
2. The following tools are available for Microsoft 365 accounts:
 - a. **Microsoft Outlook:** An email and calendar application.
 - b. **Word:** A word processing tool that allows user to create, edit and format text documents.
 - c. **Excel:** A spreadsheet tool for organizing and analyzing data.
 - d. **PowerPoint:** A tool for producing and Editing slides and presentations.
 - e. **OneNote:** A digital notebook for taking notes, organizing information, and collaborating with others.
 - f. **Teams:** A communication and collaboration platform for chat, video, conferencing, and file sharing.
 - g. **OneDrive:** A cloud storage service for storing and sharing files.
 - h. **SharePoint:** A web-based collaboration and document management platform.
 - i. **Microsoft Forms:** A tool for creating surveys, quizzes, and polls.
 - j. **Microsoft Planner:** A task and project management tool.
3. For DepEd personnel without @deped.gov.ph Microsoft accounts like those personnel that have @r10.deped.gov.ph account, they will receive their Microsoft username and password in their respective DepEd Gmail accounts on or before 27 January 2023.





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4. All users shall sign-in to their Microsoft 365 account at <https://portal.office.com>. Users who are signing in for the first time shall type in their new password for Microsoft 365 and setup their respective self-service password reset by providing their mobile number, alternate personal email address and/or answers to security questions. Please note that whatever verification information you use is crucial to accessing your account. Make sure to enter a working mobile number, alternate personal email address and remember the answers to security questions. Should a user forget the password for Microsoft 365, they may request for a new password thru <https://passwordreset.microsoftonline.com>.
5. Further, please be informed that starting **1 February 2023**, all DepEd personnel will be able to receive and send emails through their respective Microsoft Outlook (outlook.office.com) accounts using the DepEd Email address.
6. In this regard, all DepEd personnel and officials are reminded that the use of these accounts shall be for **educational purposes and/or the performance of official duties and responsibilities**. The Department shall exercise dominion over all DepEd Accounts and over all data, material, and information received, transmitted, stored, or otherwise processed through the service.
7. Moreover, all personnel are also reminded that disciplinary actions such as account suspension and other legal remedies may be initiated against anyone found responsible for violating the acceptable use of the DepEd accounts.
8. A schedule of webinars regarding trainings to be conducted and support materials will also be provided by the ICTS- User Support Division to be available at <https://bit.ly/DepEdM365support>.
9. For any queries and concerns, please send an email to sherrie.dungog@deped.gov.ph or you can fill out the Online Technical Assistance Request Form by clicking the link below:
10. For more details, please see the attached document.
11. This memorandum shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination on the account of age, gender, identity,






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sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

12. Immediate and wide dissemination of this memorandum is desired.


OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

Encls.:

As stated

Reference:

OUA-OUT-011023-010

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

INFORMATION TECHNOLOGY

OSDS/SRD





Republika ng Pilipinas
Kagawaran ng Edukasyon

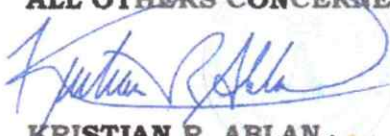
Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

OUA-OUT-011023-010

MEMORANDUM

12 January 2023

TO : **UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU AND SERVICE DIRECTORS
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED**

FROM : 
KRISTIAN R. ABLAN,
Undersecretary for Administration

SUBJECT : **MICROSOFT 365 ADOPTION**

The Department of Education (DepEd) provides tools and services for its employees, teachers and students that promote a culture of collaboration and communication and improve performance of tasks. The DepEd obtained these tools and services in the interest of education and public service.

To further maximize these productivity tools, we would like to reiterate that all DepEd employees are provided with **Microsoft 365** accounts such as:

- a. **Microsoft Outlook:** An email and calendar application.
- b. **Word:** A word processing tool that allows user to create, edit and format text documents.
- c. **Excel:** A spreadsheet tool for organizing and analyzing data.
- d. **PowerPoint:** A tool for producing and editing slides and presentations.
- e. **OneNote:** A digital notebook for taking notes, organizing information, and collaborating with others.
- f. **Teams:** A communication and collaboration platform for chat, video conferencing, and file sharing.
- g. **OneDrive:** A cloud storage service for storing and sharing files.
- h. **SharePoint:** A web-based collaboration and document management platform.
- i. **Microsoft Forms:** A tool for creating surveys, quizzes, and polls.
- j. **Microsoft Planner:** A task and project management tool.

As to other DepEd personnel without @deped.gov.ph Microsoft accounts, they will receive their Microsoft username and temporary password in their respective DepEd Gmail accounts **on or before 27 January 2023**.

Office of the Undersecretary for Administration

Department of Education - Central Office, Room 508, 5th Floor Mabini Building,
Meralco Avenue, Pasig City; Landline 8638-1780
Email: usecforadministration@deped.gov.ph

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Further, please be informed that starting **1 February 2023**, all DepEd personnel will be able to receive and send emails through their respective **Microsoft Outlook** (outlook.office.com) accounts using the same email address.

In this regard, all DepEd personnel and officials are reminded that the use of these accounts shall be for educational purposes and/or the performance of official duties and responsibilities. The Department shall exercise dominion over all DepEd accounts and over all data, material, and information received, transmitted, stored, or otherwise processed through the service.

Moreover, all personnel are also reminded that disciplinary actions such as account suspension and other legal remedies may be initiated against anyone found responsible for violating the acceptable use of the DepEd accounts.

The Central Office, all Regional Offices (ROs), and all Schools Division Offices (SDOs) shall establish their respective helpdesk mechanisms to support their personnel.

For further queries or clarifications, all concerned DepEd personnel from various governance level may raise their issues and concerns to the following:

Governance Level	Office/Unit in Charge
Central Office	ICTS – User Support Division icts.usd@deped.gov.ph 8633-7264
Regional Office	Information and Communications Technology Unit
Schools Division Office and school personnel	Division Information Technology Officer and the helpdesk mechanism established at the SDO

A schedule of webinars regarding trainings to be conducted and support materials will also be provided by the ICTS – User Support Division to be available at <https://bit.ly/DepEdM365Support>.

Immediate dissemination of and strict compliance to this memorandum is directed.

Thank you.