



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

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21 June 2023

DIVISION MEMORANDUM  
No. 280, s. 2023

**PREPARATION OF THE EQUIPMENT AND M365 ACCOUNTS FOR THE  
NATIONAL LEARNING CAMP ASSESSMENT (NCLA)**

To: **Assistant Schools Division Superintendent**  
**Chief Education Supervisor, CID**  
**Chief Education Supervisor, SGOD**  
**Public Elementary and Secondary School Heads**  
**Schools ICT Coordinators**  
**All Others Concerned**  
This Division

1. Regarding the upcoming administration of the National Learning Camp Assessment, the schools need to prepare the Microsoft 365 accounts of the learners, equipment, and Internet Connectivity.
2. Relative to the preparation of the equipment, the schools listed below are requested to send a status report of all 50 Coby PC Tablet to the Division IT Officer via email or messenger indicating the unit number and the issue or status of the unit.
  - a. Cogon National High School
  - b. Himaya National High School
  - c. Molugan National High School
  - d. San Francisco de Asis National High School
  - e. Sinaloc National High School
3. Relative to the preparation of the Microsoft 365 accounts of the learners, the ICT Coordinator of both elementary and secondary schools, are requested to send the excel files of all accounts registered under the school to [sherrie.dungog@deped.gov.ph](mailto:sherrie.dungog@deped.gov.ph).
4. If the school needs assistance on how to access the list of M365 accounts under their school and admin account to reset the M365 accounts of the learner, the video tutorial can be accessed from this link:  
<https://tinyurl.com/TutorialM365Administration>.





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5. All secondary schools through the School ICT Coordinator are requested to send the data of all G7 and G8 learners enrolled in excel file using the template below and send it to [sherrie.dungog@deped.gov.ph](mailto:sherrie.dungog@deped.gov.ph).

No.	First Name	Middle Name	Last Name	LRN No.	M365 Account	Grade Level

6. The deadline of the submission of the status report of all the PC Tablet, excel file of the M365 accounts of the learner per school and the data of all G7 and G8 learners per school is on or before June 23, 2023.
7. For questions and clarifications, feel free to contact the Division IT Officer at 09177154632.
8. This memorandum shall adhere to the 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.
9. Immediate and wide dissemination of this memorandum is desired.

**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

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

INFORMATION AND COMMUNICATION TECHNOLOGY  
MICROSOFT365

OSDS/SRD



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