



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

DepEd Regional Office No. 02



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MEMORANDUM

OUA-OUT-32124-1

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
AND ALL OTHER CONCERNED



FROM : NOLASCO A. MEMPIN
Undersecretary for Administration

SUBJECT : DEPED TEACHER ACCOUNT ACTIVATION POSTERS

DATE : 21 March 2024

- As part of the Department of Education's efforts to promote the adoption of Microsoft 365 among all teachers, the Information and Communication Technology Service (ICTS) will distribute posters regarding the activation and use of Microsoft 365 accounts.
- The posters are designed to be displayed in conspicuous places like faculty rooms, hallways, bulletin boards or any other strategic place within the Division Office and Schools. It also aims to raise awareness and encourage all DepEd personnel to avail the benefits and features of Microsoft 365, such as:
 - Installing Microsoft Word, Excel, PowerPoint, and other apps on your devices (desktop, laptop, and mobile)
 - Accessing, sharing and co-authoring of files from any device and location
 - Get offline access to email and cloud storage in OneDrive
 - Managing email, calendar, and other tasks efficiently
 - Engaging in online meetings, webinars, and chat sessions
 - Leveraging the power of artificial intelligence and cloud computing
- In this regard, we instruct all **Schools Division Offices** to display and inform schools to download the poster through this link <https://aka.ms/TeacherActivationPoster> and print the digital copy. Please see annex A for the sample of the poster
- Further, Region MIMAROPA, VIII, and XI registered as the regions with the lowest activation and adoption response, hence listed below are the allocation who will be provided support by sending adoption posters. SDOs are free to choose which schools will receive the allocated number of adoption posters, as listed below:



DepEd Philippines



@depdedphilippines

Room 508, 5th Floor Mabini Building,
Telephone No.: (02) 8638-17

| | | | |
|---|---|---|--|
| MEMORANDUM | | Date: 3/27/24 | Released (Records): |
| To: | <input checked="" type="checkbox"/> PSDS/DICs | <input checked="" type="checkbox"/> Elem/Sec School Heads | |
| | <input type="checkbox"/> Private Schools | <input type="checkbox"/> Others: | |
| For: | <input type="checkbox"/> Information | <input checked="" type="checkbox"/> Dissemination | |
| | <input type="checkbox"/> Guidance | <input checked="" type="checkbox"/> Strict Compliance | |
| ORLANDO E. MANUEL PhD., CESO V Office of the Schools Division Superintendent | | | |
| By: | <input type="checkbox"/> ASDS | <input type="checkbox"/> CID Chief | <input checked="" type="checkbox"/> SGCD Chief |
| | <input type="checkbox"/> AO | <input type="checkbox"/> Atty. | Signature: |

| Region | Division | Schools | Posters Allocation |
|-------------|--------------------|---------|--------------------|
| Region VIII | Leyte | 1354 | 35 |
| MIMAROPA | Palawan | 878 | 33 |
| Region VIII | Western Samar | 752 | 33 |
| Region XI | Davao City | 674 | 33 |
| Region VIII | Northern Samar | 641 | 33 |
| MIMAROPA | Oriental Mindoro | 601 | 33 |
| Region VIII | Eastern Samar | 484 | 32 |
| Region XI | Davao De Oro | 458 | 32 |
| MIMAROPA | Occidental Mindoro | 410 | 31 |
| Region VIII | Southern Leyte | 380 | 31 |
| Region XI | Davao Oriental | 344 | 27 |
| Region XI | Davao del Norte | 308 | 27 |
| Region XI | Davao del Sur | 302 | 27 |
| MIMAROPA | Romblon | 295 | 27 |
| MIMAROPA | Marinduque | 225 | 27 |

| Region | Division | Schools | Posters Allocation |
|---------------|-----------------------------|---------|--------------------|
| Region XI | Davao Occidental | 228 | 27 |
| Region VIII | Calbayog City | 179 | 27 |
| Region VIII | Biliran | 153 | 27 |
| MIMAROPA | Puerto Princesa City | 145 | 27 |
| Region VIII | Ormoc City | 123 | 27 |
| Region VIII | Baybay City | 96 | 17 |
| Region VIII | Tacloban City | 96 | 17 |
| Region XI | Panabo City | 90 | 17 |
| MIMAROPA | Calapan City | 83 | 17 |
| Region XI | Island Garden City of Samal | 83 | 17 |
| Region VIII | Maasin City | 82 | 17 |
| Region XI | Tagum City | 82 | 17 |
| Region XI | Mati City | 81 | 17 |
| Region XI | Digos City | 77 | 17 |
| Region VIII | Borongan City | 66 | 17 |
| Region VIII | Catbalogan City | 64 | 17 |
| Total Posters | | | 783 |

- SDOs should provide the shipping details of your selected schools through this form <https://bit.ly/DepEdAdaptionPoster> by **March 25, 2024**. If shipping details are not submitted by that time, the posters will be delivered to your Schools Division Office for your immediate distribution using your own resources.
- All DepEd personnel and officials are reminded that the use of these accounts should 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.

We appreciate your support and cooperation in this endeavor. We hope that through these posters, we can reach more DepEd personnel and help them activate their Microsoft 365 accounts for their educational and professional needs.

If you have any concerns regarding your Microsoft 365 accounts, kindly contact your respective Division IT Officer.

Should you have any queries and/or concerns regarding this matter, your Office may directly contact **ICT Service**, through landline number (02)8633-7264 or email icts.usd@deped.gov.ph

For immediate dissemination and compliance.

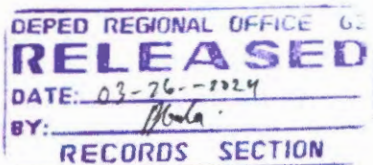
Thank you.

March 25, 2024

**To: ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED**

For immediate dissemination and compliance.

BENJAMIN D. PARAGAS PhD, CESO III
Director IV/Regional Director



Telephone No.: (02) 8638-1780; Email: usecforadministration@deped.gov.ph



MAGING MATATAG NA TEACHER

Unleash your super teaching powers with Microsoft 365!

Why activate?

- Get access to the official DepEd newsletter and announcements via email with Outlook
- Enjoy 1 TB of storage for lesson plans, video lessons, e-records, forms, and other school documents with OneDrive
- Merge your personal and DepEd emails so you can see all your meetings, events, and more in one calendar



Activate your Microsoft 365 in 3 easy steps:

1. Go to <https://portal.office.com> and click on "Sign in"
2. Enter your DepEd email address
e.g. firstname.lastname@deped.gov.ph and click on "Next"
3. Enter your password and click on "Sign in"
For first-time log ins, you will be prompted to change your temporary password

Account Activation
Help and Resources



Download Outlook for Mobile

Microsoft