



Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

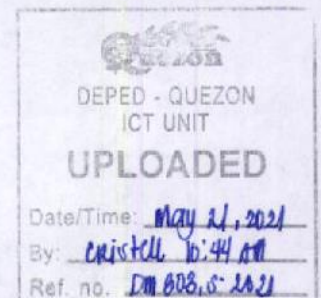
20 May 2021

DIVISION MEMORANDUM

DM No. 303, s. 2021

DISTRIBUTION OF MICROSOFT ACCOUNTS

To: Public Schools District Supervisors
District ICT Coordinators
Public Secondary School Heads
Secondary School ICT Coordinators
All Others Concerned



1. In reference to OUA Memorandum 00-0521-0085, s. 2021 dated May 12, 2021 re: Distribution of Microsoft Accounts, this Office directed the Secondary Senior High School (SHS) ICT Coordinators to distribute the Microsoft Office 365 accounts of Grade 12 Learners through School DepEd Email on or before May 28, 2021.
2. For none or reset School DepEd Email Accounts. Kindly contact your District ICT Coordinators for the link.
3. Strict compliance on this Memorandum is desired.

ELIAS A. ALICAYA, JR. EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

ictwbp/05/20/2021
DEPEDQUEZON-TM-SDS-04-009-003



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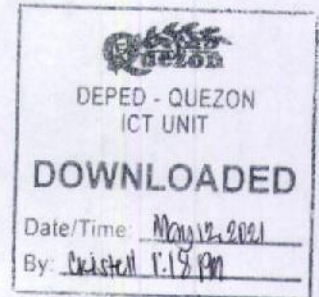
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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim



OUA MEMO 00-0521-0085
MEMORANDUM
12 May 2021

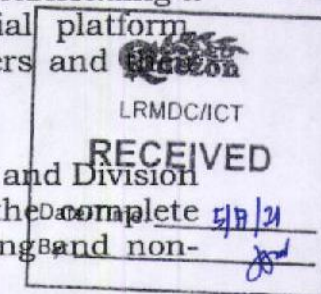
For: **Regional Directors**
Schools Division Superintendents
All Regional and Division IT Officers, and School ICT Coordinators

Subject: **DISTRIBUTION OF MICROSOFT ACCOUNTS**



The Office of the Undersecretary for Administration (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 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.

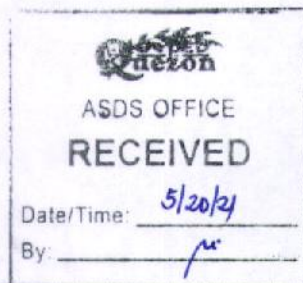


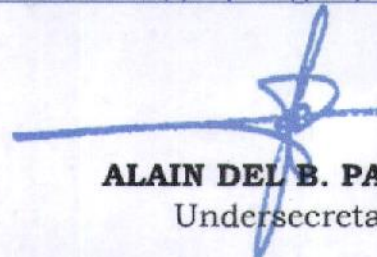
Priority shall be given to Grade 12 learners and their teachers who should have their accounts ready and activated by May 28, 2021.

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 (OUA)

[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)]

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