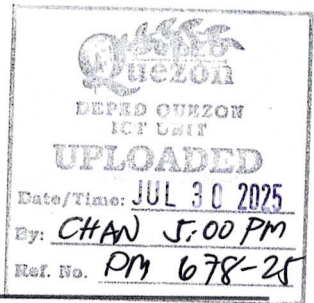




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



29 July 2025

DIVISION MEMORANDUM
DM No. 678, s. 2025

USE OF CANVA FOR EDUCATION IN THE DEPARTMENT OF EDUCATION

To: Assistant Schools Division Superintendent
Chiefs – CID/SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
School ICT Coordinators
Teaching and Non-Teaching Personnel
All Others Concerned

1. In compliance with DepEd Memorandum No. 055, s. 2025, dated July 18, 2025, offers Canva in all teaching and non-teaching personnel will the learner's free access to premium subscription to Canva for Education.
2. The Canva for Education is a free visual communication platform designed specifically for k-12 districts, schools, teachers and students. It offers high-quality templates for presentations, posters, infographics, videos, newsletters, digital whiteboards, and other educational materials. It aims to enhance the ability of educators and staff to create engaging learning content.
3. DepEd personnel are required to activate their Canva for Education accounts using their official DepEd Email. Premium features are available
4. Personnel can activate and access their DepEd Canva for Education accounts using Enclosure No. 1
5. Personnel who have previously signed for a free Canva for Education account are advised of the following:
 - a. If registered using their DepEd email, they must transition to the official DepEd Canva team to maintain premium access.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321

DepEdTayoQuezon

www.depedquezon.com.ph

quezon@deped.gov.ph



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

- b. If registered using their regional tenant email address (e.g. juan.delacruz@r4a.deped.gov.ph) they are advised to migrate their files to their new Canva account using the juan.delacruz@deped.gov.ph
 - c. Files stored in personal Canva teams must be migrated to the official DepEd Canva team using Enclosure No. 2
6. All DepEd personnel and officials are reminded that Canva for education accounts and licenses must be used for education purposes only, official duties and still in service.
7. Immediate dissemination of this memorandum is desired.


ROMMEL CABAUTISTA, CESO V
Schools Division Superintendent

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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 quezon@deped.gov.ph



HOW TO ACCESS YOUR OFFICIAL DEPED CANVA ACCOUNT

Option 1 [Recommended]: Logging in via the Single Sign-On (SSO) link

1. On your browser, go to this link: canvaph.com/deped-login.
2. Log in with your DepEd email address and password.

Canva

Option 1: via Single Sign-On

STEP 1:

On your browser, go to this link: canvaph.com/deped-login

STEP 2:

Login with your DepEd email address and password.

Option 2: Via the Canva Website or App

1. Go to www.canva.com or open your desktop or mobile app and select **Log in**.
2. Tap **Continue with email** and enter @deped.gov.ph email address.
3. Enter the code sent to your email, then choose **Sign up** or **Login with SSO**.

Canva

Option 2: Via Canva Website

STEP 1:

Go to www.canva.com or open your desktop or mobile app, then click **Log in**.



What will you design today?

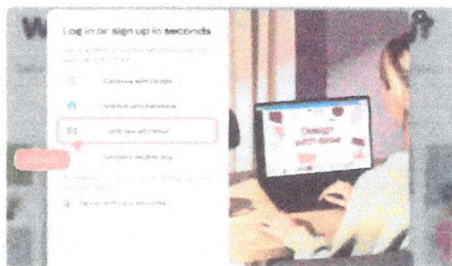


Canva

Option 2: Via Canva Website

STEP 2:

Tap **Continue with email** and enter @deped.gov.ph email address.

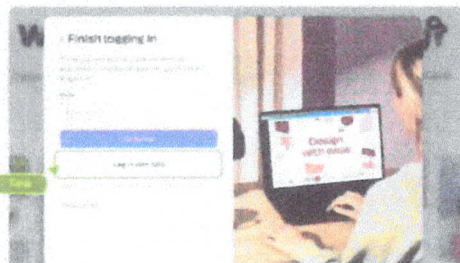


Canva

Option 2: Via Canva Website

STEP 3:

Enter the code sent to your email then choose **Sign up** or **Login with SSO**.





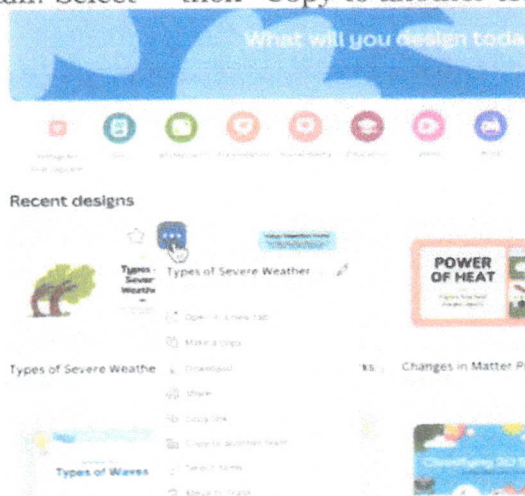
HOW TO COPY DESIGNS TO THE NEW AND OFFICIAL DEPED CANVA TEAM

Important:

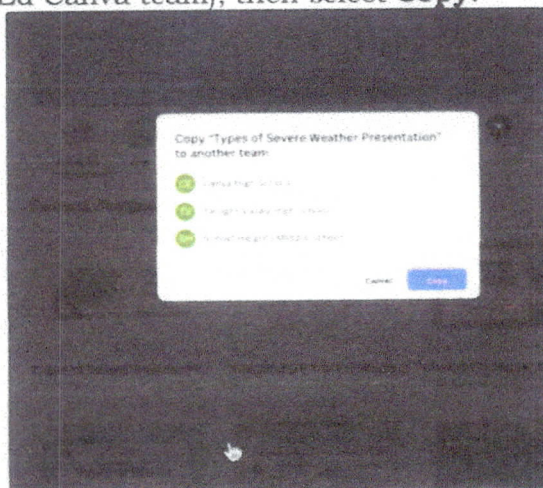
- Before copying designs from your previous team to the DepEd Canva team, make sure you are logged in via SSO and part of a DepEd Team (Regional team/Staff team/Fallback team.)
- Otherwise, go back to **Enclosure No. 1** and follow the steps.
- To streamline the transfer process, first organize all the designs you intend to move into a single folder.
- Ensure you have edit access to transfer designs or folders; otherwise, the move will not be possible.
- If you only have view access, create a copy of the design before proceeding with the transfer.

Steps:

1. Go to the design's originating and look for the design to be copied to the official DepEd Canva team. Select ... then "Copy to another team."



2. Choose the destination team to where the design will be copied (in this case, the official DepEd Canva team), then select **Copy**.





Republic of the Philippines
Department of Education

DepEd MEMORANDUM
No. **055**, s. 2025

JUL 18 2025

**AVAILABILITY AND USE OF CANVA FOR EDUCATION
IN THE DEPARTMENT OF EDUCATION**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. As part of its commitment to integrating technology in education and administration, the Department of Education (DepEd) has partnered with Canva Pty Ltd to offer all teaching and nonteaching personnel, and the learners free access to premium subscriptions to **Canva for Education**.

2. Canva for Education is a free visual communication platform designed specifically for K-12 districts, schools, teachers, and students. It offers high-quality templates for presentations, posters, infographics, videos, newsletters, digital whiteboards, and other educational and administrative materials. This initiative aims to enhance the ability of educators and staff to create engaging learning content while fostering collaboration and efficiency. More details are available at **canva.com/education**.

3. To make the most of this opportunity, DepEd personnel are required to activate their Canva for Education accounts using their official DepEd email addresses. Premium features available include:

- a. Seamless collaboration with colleagues,
- b. Access to official DepEd brand kits and templates,
- c. Availability of professional learning resources, and
- d. Continued premium access to Canva for Education tools and services.

4. Personnel can activate or access their DepEd Canva for Education accounts using any of the following steps (refer to **Enclosure No. 1** for the user guide):

- a. Through a Web Browser
 - i. Visit **canvaph.com/deped-login**.
 - ii. Log in using your DepEd email address and password.
- b. Through the Canva Mobile or Desktop Application
 - i. Download the Canva app for the appropriate platform (Windows, macOS, iOS, Android, or ChromeOS).
 - ii. Open the app and select **Log In** or **Sign Up**.

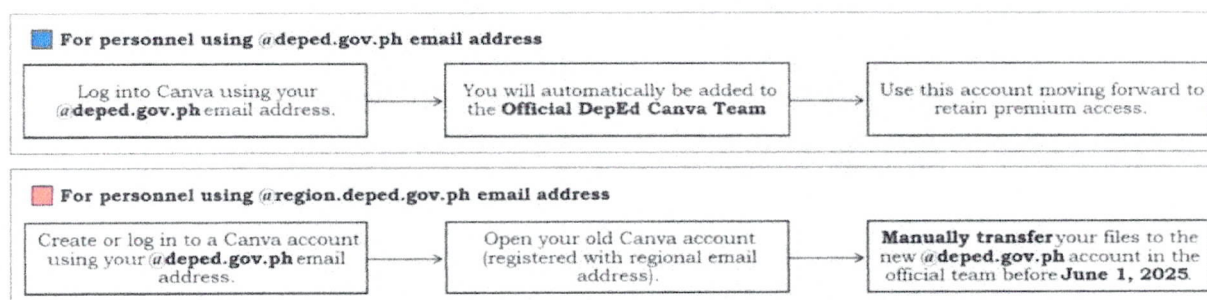
- iii. Select **Continue to Email** and enter your DepEd email address.
- iv. Select **Continue via Single Sign-On (SSO)** to log in using DepEd credentials.

5. All DepEd personnel and officials are reminded that Canva for Education accounts and licenses must be used strictly for educational purposes and the performance of official duties. The Department retains authority over all accounts, data, and materials processed through this service.

6. Personnel who have previously signed up for a free Canva for Education account are advised of the following:

- a. If registered using their DepEd email, they must transition to the official DepEd Canva team to maintain premium access.
- b. If registered using their regional tenant email addresses (e.g., juan.delacruz@r5.deped.gov.ph), they are advised to migrate their files to their new Canva account using the @dep.gov.ph email address.
- c. Files stored in personal Canva teams must be migrated to the official DepEd Canva team before June 1, 2025, as personal teams associated with @dep.gov.ph email addresses will be archived. Refer to **Enclosure No. 2** for step-by-step migration instructions.

7. Please refer to the following process flow as reference for logging on to Canva for Education:



8. All teaching and nonteaching personnel are encouraged to complete the Canva for Education course available through the DepEd Professional Development Learning Management System (PD-LMS) through canvaph.com/dep-lms-canva-orientation. An e-certificate will be issued upon successful completion of the course.

9. For queries or concerns, please contact the following:

- a. For Central Office personnel

Information and Communications Technology Service-User Support Division

Email Address: icts.usd@dep.gov.ph
Subject: [CANVA]

- b. For Regional Office personnel

Regional Information and Communications Technology Unit

c. For Schools Division Office and school personnel

Division Information Technology Officer

10. Immediate dissemination of this Memorandum is desired.

SONNY ANGARA
Secretary

Encls.:

As stated

Reference:

DepEd Order No. 016, s. 2023

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

BASIC EDUCATION
BUREAUS AND OFFICES
EMPLOYEES
INFORMATION TECHNOLOGY
OFFICIALS
PROGRAMS
PROJECTS
SCHOOLS
TEACHERS

