



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

17 September 2021

**DIVISION MEMORANDUM**


DM No. 685, s. 2021

**ADOBE FOR EDUCATION VIRTUAL SESSION FOR QUALIFIED TEACHING PERSONNEL TO ACQUIRE FREE ADOBE SOFTWARE LICENSES**

**To:** OIC – Assistant Schools Division Superintendent  
Chief, Education Supervisors – SGOD & CID  
Public Schools District Supervisors  
Elementary and Secondary School Heads, OIC & TIC  
All Teaching Personnel  
All Others Concerned

1. In reference to OUA Memo. No. 00-0921-0193 dated September 16, 2021 re: Adobe for Education Virtual Session for Qualified Teaching Personnel to Acquire Free Adobe Software Licenses, the Department of Education will provide a total of 83,000 Adobe Software Licenses for Qualified Public School Teachers. Interested DepEd Personnel may check the criteria attached on this memorandum and the learning activity scheduled will be aired on the social media platform used by the Department of Education.
2. Kindly refer to the attached memorandum for your reference.
3. For your immediate dissemination and guidance.



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

ictwbp/09/17/2021

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph



DO 091721-102955

QUAD00-0921-0193  
To authenticate this document,  
please scan the QR Code.

Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0921-0193**  
**MEMORANDUM**  
16 September 2021



To: **Regional Directors and BARMM Education Minister  
Schools Division Superintendents  
School Heads, Teachers**

Subject: **ADOBE FOR EDUCATION VIRTUAL SESSION FOR QUALIFIED  
TEACHING PERSONNEL TO ACQUIRE FREE ADOBE SOFTWARE  
LICENSES**

The Information and Communications Technology Service-Educational Technology Unit (ICTS-EdTech), in collaboration with Creative Nation Academy headed by Mr. Rollan Bañez, will conduct a free webinar session for public school teachers in relation to prepare them in taking the Adobe Certified Educator (ACE) Level 1.

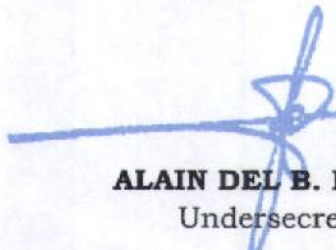
Our industry is promoting awareness and development of more creatives that will be beneficial not only for classroom instruction but also raising the qualification and professional growth of an individual. **The Department of Education will provide a total of 83,000 Adobe software licenses for qualified public school teachers**, who meet the requirements of the program. These teachers will be given a named license under his/her DepEd email address.

This activity offers open registration but only applicable for DepEd personnel. The session is a bichronous learning activity and will be aired on the following social media accounts on 18 September 2021 at 1:00 p.m. – 4:00 p.m.:

1. <https://www.facebook.com/depededtech> (Facebook)
2. <https://www.youtube.com/c/DepEdPhilippines/> (Youtube)
3. <https://www.youtube.com/c/EducationalTechnologyUnit/Youtube>

The criteria and qualification to get an Adobe license from ICTS-EdTech are indicated in Annex A. For questions and concerns, please contact Mr. Mark Anthony C. Sy at email [mark.sy002@deped.gov.ph](mailto:mark.sy002@deped.gov.ph).

For immediate and appropriate action.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



Scan this QR Code to view  
Videos and Magazines  
of Major Programs



**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)]*

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207  
Email: [usec.admin@deped.gov.ph](mailto:usec.admin@deped.gov.ph); Facebook/Twitter @depedayo

## Annex A:

### Criteria and Requirements for Acquiring a DepEd Adobe Software License

#### Qualifications for the Program:

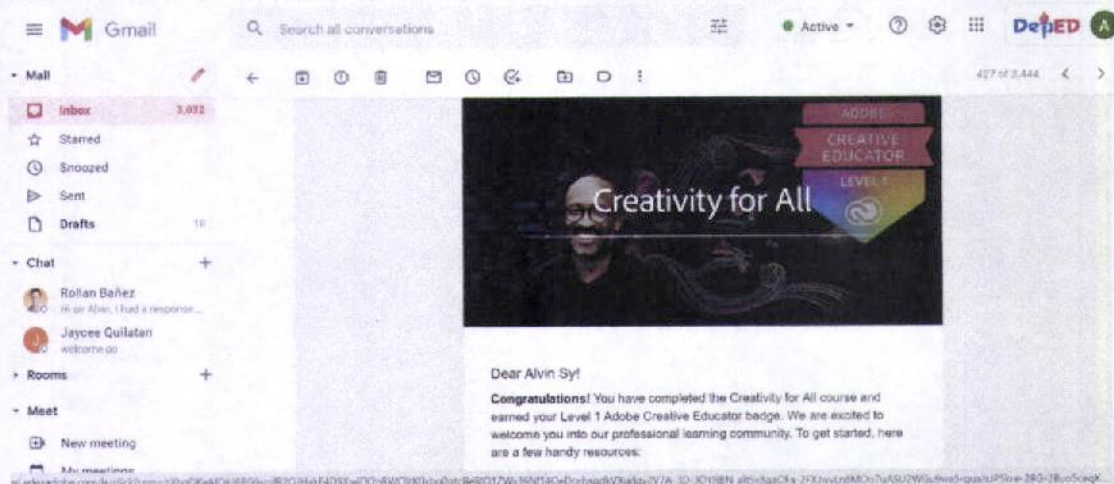
1. A teaching personnel handling any subject or grade level.
2. A school personnel who has supervisory roles such as Head Teacher and Principal.
3. Must have a DepEd email address. (For new teachers without DepEd email address, please contact your School ICT Coordinator.)
4. An applicant can use the school email address if it is under the DepEd domain.
5. Passed the Adobe Certified Educator (ACE) Level 1.

#### Procedure:

1. For asynchronous learning, teachers must enroll in the DepEd Professional Development Learning Management System with URL training.deped.gov.ph to access the webinar copy of the session. The participant must follow the guide and accomplish the needed task at the Adobe Education Exchange website.
2. For synchronous learning, teachers must watch via live streaming in the DepEd EdTech Unit YouTube Channel or DepEd EdTech Unit Facebook Page. The participant must follow the guide and accomplish the needed task at the Adobe Education Exchange website.
3. Participants must accomplish the task in Adobe Education Exchange website to get the ACE Level 1. Once passed, the screenshot must be uploaded and submitted using the training.deped.gov.ph.
4. Click Site Home and look for **DepEd Adobe License Distribution Program**.
5. Attach a screenshot from the Adobe Education Exchange website indicating that you passed the ACE Level 1. As reference, see screenshot below.



6. Attach a screenshot of the email message sent by Adobe declaring that you passed ACE Level 1. As a reference, see the screenshot below.



7. Take note that an applicant must **submit two (2) screenshots**: one from Adobe Education Exchange and the other one from the email message sent. **Save these screenshots in a pdf file format.**
8. Take the examination in [training.deped.gov.ph](http://training.deped.gov.ph) to activate your digital Certificate of Participation and as a requirement in claiming an Adobe License. A participant must get a perfect score from a set of randomized questions.

#### Claiming of Adobe Licenses:

1. Applicants will be given enough time to prepare and get the ACE Level 1. This certification is a requirement and a ticket to receive the DepEd Adobe named licenses. The document will be monitored and reviewed by the Program Lead headed by Mr. Alvin Sy and Mr. Neil Arvin Bautista. The last day for submission of ACE Level 1 certification is on **31 December 2021**.
2. The list of ACE Level 1 passers will be forwarded to Mr. Mark Anthony C. Sy. The distribution of licenses will commence on **10 January 2022**. All indicated in the list will receive an email notification from Adobe informing the activation of their respective accounts.
3. **Since there are only 83,000 licenses available, it will be on a first come first serve basis.** Those who have sent their proof of qualification and a passer of ACE Level 1 earlier can assure a spot as a recipient and will be processed immediately.
4. The daily count of available licenses will be reflected in the Facebook Page of the ICTS-EdTech.



QUAD00-0921-0 193  
To authenticate this document,  
please scan the QR Code.

