




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

UNNUMBERED MEMORANDUM

TO: Officer-In-Charge Assitant Schools Division Superintendent, Public Schools District Supervisors, Public Elementary and Secondary School Heads, Teaching Personnel and All Concerned

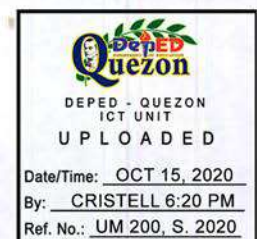
FROM: 
ELIAS A. ALICATA JR., Ed. D.
Assitant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent

SUBJECT: **ADDENDUM TO DIVISION UNNUMBERED MEMORANDUM NO. 097, s. 2020 re: USE OF DEPED COMMONS FOR CONTINUOUS LEARNING OF LEARNERS**

DATE : **October 15, 2020**

In reference to Division Unnumbered Memorandum No. 097, s. 2020 re: Use of DepEd Commons for Continous Learning of Learners, attached herewith are the step by step process of Official DepEd Commons Account Activation for Teaching Personnel.

Immediate and widest dissemination of this Memorandum is desired.



lctwbp10/15/2020

DEPEDQUEZON-TM-SDS-04-010-003



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Republika ng Pilipinas
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OUA MEMO 00-0820-0083
MEMORANDUM
12 August 2020

For: **Regional Directors
Schools Division Superintendents
Regional and Division IT Officers
Public Elementary and Secondary School Heads**

Subject: **ACTIVATION OF OFFICIAL DEPED COMMONS ACCOUNT**

To better optimize access, monitoring, and usage of online platforms provided for and by the Department of Education (DepEd), the migration of user accounts to the DepEd Commons must immediately commence.

The initial wave of migration is the creation of official DepEd Commons account for teachers. **All teachers are hereby instructed to check their DepEd emails to activate their accounts.**

Please be guided of the following:

1. Access your DepEd email account and check for an email notification with subject: "Your DepEd Commons account is created and needs to be activated!";
2. For security, please ensure that the email is from "DepEd Commons Mailer <deped-commons@mg.deped.gov.ph>";
3. Click the activation link in the email;
4. In the next page, an alert tells you that your account has been confirmed. You will also be instructed to set up your own unique and secure password and confirm it; and
5. Once password is set up, you will be redirected to the Edit Profile page to complete and update required fields as necessary.

Your activated and official DepEd Commons Account allows you to:



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Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedayo

1. Use the DepEd Commons official account as a unified login to access other supported DepEd applications.
2. Link or update your DepEd Commons user profile for use across all supported DepEd applications.
3. Receive alerts and notifications from applications assigned to you on your official DepEd email account.

For feedback, questions, and clarifications, please contact the Information and Communications Technology Service (ICTS) at icts.od@deped.gov.ph.

For immediate and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



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OUA MEMO 00-092-0137
MEMORANDUM
16 September 2020

For: **Regional and Division Offices
Schools and Learning Centers**

Subject: **DATA GATHERING ON PREFERRED MOBILE
INTERNET NETWORK PROVIDER**

In relation to the recently released OUA Memo 0920-0124 (attached), this is to provide **clarity on how to activate your DepEd Commons Account**, and more importantly UPDATE the required information to gather your preferred mobile network.

The particular email to confirm your accounts is sent to your 0365 deped.gov.ph account.

1. Ensure that you open this email account and contact your local ITO if you encounter concerns/problems about activating/opening your email.
2. In the email sent to you, click the activate link and it will prompt you to reset your password and then update your information.
3. Make sure that all information that you provide is accurate.

Why DepEd Commons:

1. The portal has a facility for everyone to have a secure account profile and you can update it anytime you need.
2. The portal has the feature to quickly generate reports to help DepEd Management with decisions to improve the organizations.
3. For future use, your DepEd Commons account will be linked to all DepEd Apps that will be developed and you only need to remember one password to use all of them.

For queries, contact commons.helpdesk@deped.gov.ph.

Let us all work hand in hand to make this school opening a success!

Thank you.

ALAIN DEL B. PASCUA
Undersecretary



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(Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO))

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ANNEX A: DEPED COMMONS ACCOUNT ACTIVATION WORKFLOW

1. Access your DepEd email and check inbox for an email with subject **“Your DepEd Commons account is created and needs to be activated!”** as shown in *Fig. 1* below.

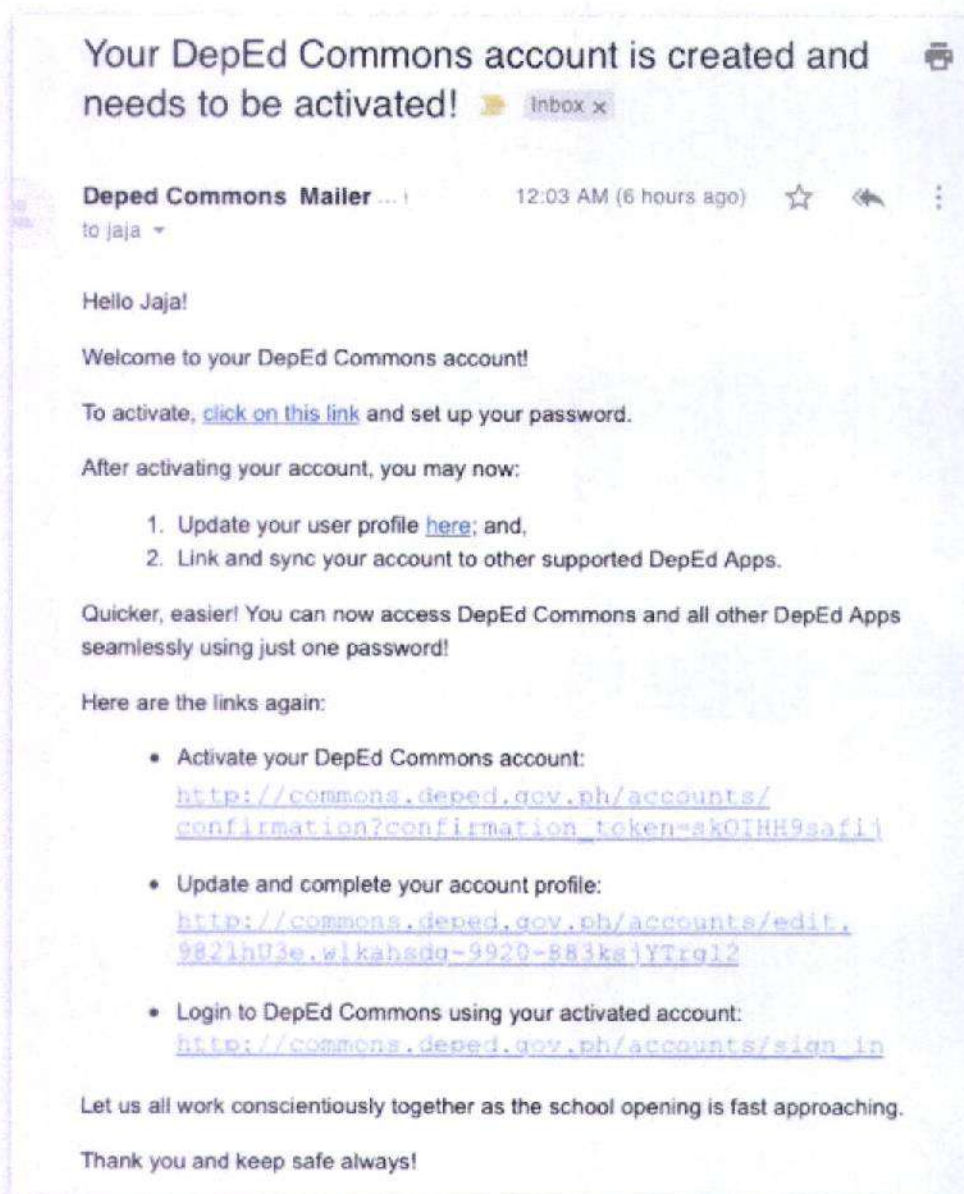


Fig. 1: System sends auto-generated email to a properly migrated user account. If the pre-registered email is unique, active, and working, user receives a similar email as above.

2. For security, ensure that the email was sent from **“DepEd Commons Mailer <deped-commons@mg.deped.gov.ph>”**

3. Click the appropriate link to activate your DepEd Commons account. You will be redirected to a page to set up your new password and confirm it. Click "Change my password" to save your updated password as shown in **Fig. 2**. After confirming changes, you will be automatically logged in to your DepEd Commons portal.

4. Once logged in, if not automatically redirected to the Edit Profile page, access your profile either by:

(a) going back to the activation email and clicking the "Update and complete your account profile" link, OR,

(b) on the DepEd Commons account menu, click the user link as shown in **Fig. 3**.

5. Review and update your profile page ensuring that all information are current. When updating, take note of the following options (see **Fig. 4**):

(a) Select if main and current designation is either a Teaching or a Non-teaching position.

(b) Under **School** selection and if not assigned to a specific school, select "click here" to toggle on selecting only the geographic unit where you are assigned.

(c) When done, click "Update".

6. To access or log back in to DepEd Commons using activated account, go to https://commons.deped.gov.ph/accounts/sign_in.

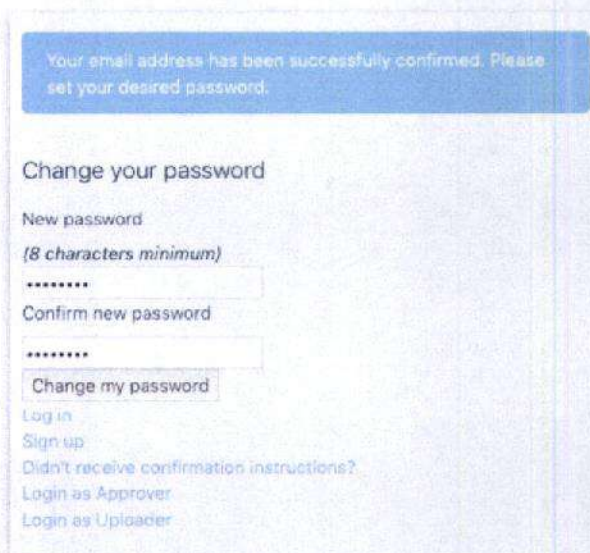


Fig. 2: Activation page displays alert that "Your email address has been successfully confirmed." Setting up a password fully activates account.

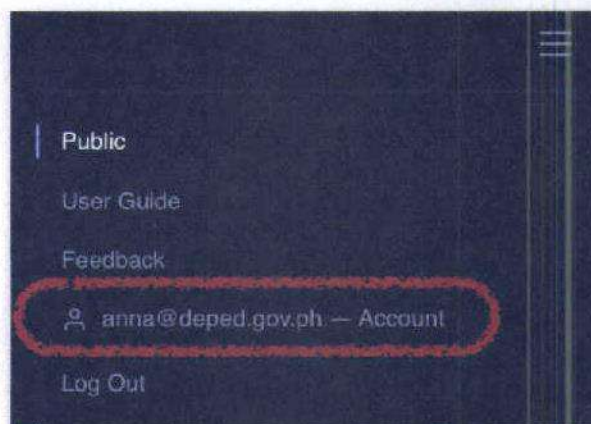


Fig. 3: From the DepEd Commons menu, clicking the user account link directs to the update profile page, too.

Personal Details

I am: ☒ Teaching ☐ Non-teaching

First name

Anna

Middle name

Mairiam

Last name

Salas

Mobile number

09998884321

Designation

Teacher III

School

Mamerto C. Bernardo Memorial Ce... ▾

Not assigned to school? [Click here.](#)

Login Credentials

Password (leave blank if you don't want to change it; 8 characters minimum)

Password confirmation

Current password (we need your current password to confirm your changes)

Update

Select appropriate position category

Fill-out or update contact number

Select appropriate unit or geographic assignment

Leave this section blank unless doing a password update or reset

Fig. 4: The Update User Profile page.



DepEd – DIVISION OF QUEZON


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QAC/R63/0216

UNNUMBERED MEMORANDUM

TO: Public Schools District Supervisors, Elementary and Secondary School Heads and Teachers, All Concerned

FROM:  **CATHERINE P. TALAVERA, CESO V**
Schools Division Superintendent

SUBJECT: **USE OF DEPED COMMONS FOR CONTINUOUS LEARNING OF LEARNERS**

DATE : March 22, 2020

In order to continuously provide quality basic education to our learners in the midst of community quarantines where face-to-face instruction is impossible, the Department of Education thru the Office of the Undersecretary for Administration (OUA) and Information and Communications Technology Service (ICTS) introduced **DepED Commons** – an online platform for public school teachers to support distance learning modalities which can be accessed thru: <https://commons.deped.gov.ph>.

This educational platform is an alternative to the typical classroom teaching and learning process which is designed to give access to online review materials and Open Educational Resources (OERs) during class suspensions and similar circumstances. OERs in DepED Commons are authored by public school teachers who are subject experts.

Those who have technologies and access are encourage to utilize the alternative learning platform. Teachers may opt to retain, reuse, revise, remix and redistribute the content by blending it with a learning management system to deliver a distance learning modality. The guidelines on the use of DepED Commons is attached in this Memorandum to further assist users with one common structure and framework.

Since this platform is a work in progress, all teachers, IT Officers, ICT Coordinators and education specialists are highly encouraged to take a look and provide comments for its improvement.

For more information and inquiries about DepED Commons, please contact Mr. Wilbert B. Porteza, Information and Technology Officer I at 0908-599-0631 or 0906-374-4924 or email at sdo.quezon.ict@deped.gov.ph.

Happy learning everyone!



DEPED - QUEZON
ICT UNIT

U P L O A D E D

Date/Time: March 23, 2020

By: Cristell 6:48 P.M.

Ref. No.: UM 097, s. 2020



Republika ng Pilipinas
Kagawaran ng Edukasyon
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OUA MEMO
MEMORANDUM
17 March 2020

For: **Execom and Mancom**
ARDs, SDSes, ASDSes
Regional, Division and School IT Officers
Principals, School Heads and Teachers
All Other Concerned

Subject: **INTRODUCING DEPED COMMONS**

Secretary Leonor Magtolis Briones always says, "**Education Must Continue** even in times of crisis, whether it may be a calamity, disaster, emergency, quarantine or even war."

In line with this and in accordance with DepEd Memorandum 42, s. 2020 Item 7, the Office of the Undersecretary for Administration (OUA) and the Information and Communications Technology Service (ICTS) designed, created and now introduces the **DepEd Commons -- an online platform for public school teachers to support distance learning modalities** -- which can be accessed at <https://commons.deped.gov.ph>.

With the recent developments on COVID-19 and how it affects the nature of common engagement in the country, **DepEd Commons** was designed as a direct solution to give access to online review materials and Open Educational Resources (OERs) during class suspensions and similar circumstances. These supplementary online instructional materials will be used as an alternative form in the teaching-learning process different from the usual face-to-face encounter.

OERs in DepEd Commons are authored by public school teachers who are subject experts, properly cited and acknowledged. Teachers can *retain, reuse, revise, remix* and *redistribute* the content by blending it with a learning management system to deliver a distance learning modality.

Materials in DepEd Commons are a response to the United Nations Declaration of 2012 in Paris to support and give access in harvesting instructional supplementary materials.

Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (BLSS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]

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The **Guidelines on the use of DepEd Commons** is indicated in the attachment (*See Annex A*) to further assist public school teachers and administrators in deploying a distance learning modalities with one common structure and framework.

During this time of quarantine when work from home is the only option and even in areas where regular work is still the norm, **all teachers, IT officers, and education specialists of DepEd are highly encouraged to take a look and try DepEd Commons. Comments for its improvements are very much needed.**

For more information about DepEd Commons, please contact the Information and Communications Technology Service-Educational Technology Unit (ICTS-ETU), at email address edtech@deped.gov.ph.

Widest dissemination of this Memorandum is desired.


ALAIN DEL B. PASCUA
Undersecretary



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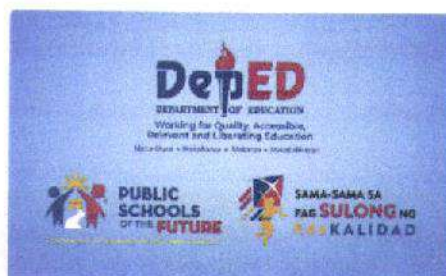
Annex A: Guidelines on the Use of the DepEd Commons

1. The **DepEd Commons** is an online platform to cater the needs of public school teachers to have an easy access on developed Open Educational Resources (OER) in the country. The said materials are readily made and can be downloaded in just a click away. Teachers can *retain, reuse, revise, remix* and *redistribute* the contents by blending it with a Learning Management System to deliver a distance learning modality.
2. The online platform is accessible by visiting **commons.dep.ed.gov.ph**.
3. Once the site opens, **type the name of your school** to proceed and **click the Save button**.

In case that you encounter a problem such as:

- Changes in school name
- School is not in the existing list
- Name of the school is misspelled

Please contact the ICTS-ETU at email address **edtech@dep.ed.gov.ph**.



DepEd Commons

Select your school to continue

School

Save

4. **Select the Grade Level** of preference to search for uploaded resources.

Select a grade level ▼

Kindergarten (0)

Grade 1 (7)

Grade 2 (9)

Grade 3 (10)

Grade 4 (9)

Grade 5 (6)

Grade 6 (15)

Grade 7 (1)

Grade 8 (0)

Grade 9 (2)

Grade 10 (9)

given as an option for those who have access to internet and equipment such as smartphone, tablet, laptop or desktop computers.

Those who do not have access to these requirements can opt for paper-based homework and are not required to visit the internet café for health security. Teachers have the discretion to adopt appropriate modalities of instruction provided that they follow strict compliance to the guidelines, policies and reminders given by DepEd.