



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

**Office of the Schools Division
Superintendent**

January 19, 2023

DIVISION MEMORANDUM

No. *054*, s. 2023

ADOPTION OF MICROSOFT 365

To: School Heads
Public Schools District Supervisors
All Others Concerned

1. In accordance with the attached Memorandum from the Office of the Undersecretary for Administration *OUA-OUT-011023-010* dated January 12, 2023 and Regional Memorandum 26, s.2023 *ADOPTION OF MICROSOFT 365* this office hereby direct all personnel of this division to adopt and observe policies, guidelines, and procedures on the usage of Microsoft 365 accounts as stipulated in the above memoranda.
2. As to DepEd Personnel without @deped.gov.ph Microsoft accounts, they will receive their Microsoft username and temporary password in their DepEd Gmail accounts **on or before January 27, 2023**.
3. Further, please be informed that starting February 1, 2023, all DepEd personnel will be able to receive and send emails through their respective Microsoft Outlook (outlook.office.com) accounts using the same email address.
4. Moreover, all personnel are also reminded that disciplinary actions such as account suspension and other legal remedies may be initiated against anyone found responsible for violating the acceptable use of the DepEd accounts.
5. The Schools Division Office, through the ICT Unit and all Schools shall establish their respective helpdesk mechanism to support their personnel.
6. All DepEd personnel from various governance levels may raise their queries, clarifications, issues, and concerns to the following:

Governance Level	In-Charge
SDO and all the personnel in the field	ICT Unit and the helpdesk established at the SDO
District	District ICT Coordinator and the helpdesk established at the district
School	Schools ICT Coordinator and the helpdesk established at the school



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.depedmisor.net
Email: misamis.oriental@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

7. A schedule of webinars regarding trainings to be conducted and support materials will also be provided by the ICTS – User Support Division to be available at <https://bit.ly/DepEdM365Support>.
8. This Office directs the immediate and wide dissemination of this Memorandum.


JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent

osds, ictu-ftd

ATCH.: As stated
To be indicated in the Perpetual Index
Under the following subject:

DepEd Microsoft Accounts

RE: Adoption of Microsoft 365



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Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO



January 18, 2023

REGIONAL MEMORANDUM
No. 26, s. 2023

ADOPTION OF MICROSOFT 365

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. The Department of Education (DepEd) offers resources and services that foster a culture of cooperation and communication and enhance task performance for the benefit of its staff, teachers, and students. In the interests of education and government service, DepEd acquired Microsoft 365.
2. Hence, all DepEd employees shall adopt and maximize the use of Microsoft 365 productivity tools. They shall sign in via their Microsoft 365 account at <https://portal.office.com>
3. As to other DepEd Personnel without @deped.gov.ph Microsoft accounts, they will receive their Microsoft username and temporary password in their DepEd Gmail accounts on or before January 27.
4. When logging in for the first time, users must enter their new Microsoft 365 password and set up their self-service password reset by supplying their mobile number, alternate personal email address, and/or the answers to security questions. They must keep their new login password secure at all times. Users can request a new password at <https://passwordreset.microsoftonline.com> if they forget their current one.
5. Additionally, starting February 1, all DepEd employees will be able to send and receive emails using their Microsoft Outlook (outlook.office.com) Accounts by using the same email address.
6. The usage of these accounts must be for educational reasons or the performance of official tasks and responsibilities. Any DepEd accounts, as well as all data, materials, and information received, communicated, stored, or otherwise processed through the service, shall be under the Department's control. Anyone found guilty of violating the appropriate usage of the DepEd Accounts may face disciplinary sanctions such as account suspension and other legal repercussions.



DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
(088) 856-3932 | (088) 881-3137 | (088) 881-3031
Department of Education Region 10
region10@deped.gov.ph
<http://deped10.com>



7. The Central Office (CO), Regional Office (RO), and Schools Division Offices (SDOs) shall establish their helpdesk mechanisms to support their personnel.

8. All DepEd personnel from various governance levels may raise their queries, clarifications, issues, and concerns to the following:

Division	IT Officer Email Address
ICT Unit-Regional Office	renel.quirit@deped.gov.ph
	ralphsimon.mabulay@deped.gov.ph
	denniscarl.fuentes@deped.gov.ph
Bukidnon	daryl.macario@deped.gov.ph
Cagayan	james.sijo@deped.gov.ph
Camiguin	elson.jamero@deped.gov.ph
El Salvador	sherrie.dungog@deped.gov.ph
Gingoog	julius.baldelovar@deped.gov.ph
Iligan	cesar.bastida@deped.gov.ph
Lanao del Norte	florderick.velarde@deped.gov.ph
Malaybalay	paul.arias@deped.gov.ph
Misamis Occidental	anne.intong@deped.gov.ph
Misamis Oriental	freddiejun.delig@deped.gov.ph
Oroquieta	argie.lumasag@deped.gov.ph
Ozamiz	regie.catedral@deped.gov.ph
Tangub	alden.antonio@deped.gov.ph
Valencia	moises.bacasma@deped.gov.ph

9. Webinars regarding training to be conducted and support materials will also be provided by the ICTS – User Support Division at <https://bit.ly/DepEdM365Support>.

10. This Office directs the immediate and wide dissemination of this Memorandum.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director


DR. VICTOR G. DE GRACIA, JR. CESO V
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

ATCH.: As stated
To be indicated in the Perpetual Index
under the following subject:

DEPED MICROSOFT ACCOUNTS

RE: Adoption of Microsoft 365

ICT/rjq23-2



Republika ng Pilipinas
Kagawaran ng Edukasyon

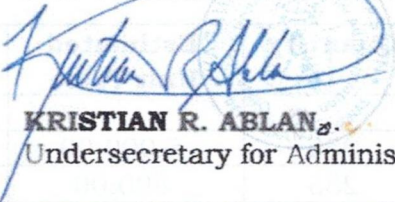
Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

OUA-OUT-011023-010

MEMORANDUM

12 January 2023

TO : **UNDERSECRETARIES**
ASSISTANT SECRETARIES
BUREAU AND SERVICE DIRECTORS
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : 
KRISTIAN R. ABLAN,
Undersecretary for Administration

SUBJECT : **MICROSOFT 365 ADOPTION**

The Department of Education (DepEd) provides tools and services for its employees, teachers and students that promote a culture of collaboration and communication and improve performance of tasks. The DepEd obtained these tools and services in the interest of education and public service.

To further maximize these productivity tools, we would like to reiterate that all DepEd employees are provided with **Microsoft 365** accounts such as:

- a. **Microsoft Outlook:** An email and calendar application.
- b. **Word:** A word processing tool that allows user to create, edit and format text documents.
- c. **Excel:** A spreadsheet tool for organizing and analyzing data.
- d. **PowerPoint:** A tool for producing and editing slides and presentations.
- e. **OneNote:** A digital notebook for taking notes, organizing information, and collaborating with others.
- f. **Teams:** A communication and collaboration platform for chat, video conferencing, and file sharing.
- g. **OneDrive:** A cloud storage service for storing and sharing files.
- h. **SharePoint:** A web-based collaboration and document management platform.
- i. **Microsoft Forms:** A tool for creating surveys, quizzes, and polls.
- j. **Microsoft Planner:** A task and project management tool.

As to other DepEd personnel without @deped.gov.ph Microsoft accounts, they will receive their Microsoft username and temporary password in their respective DepEd Gmail accounts **on or before 27 January 2023**.

Office of the Undersecretary for Administration

Department of Education - Central Office, Room 508, 5th Floor Mabini Building,
Meralco Avenue, Pasig City; Landline 8638-1780
Email: usecforadministration@deped.gov.ph

All users shall sign-in to their Microsoft 365 account at <https://portal.office.com>. Users who are signing in for the first time shall type in their new password for Microsoft 365 and setup their respective self-service password reset by providing their mobile number, alternate personal email address and/or answers to security questions. The new password used for signing-in should be always kept safe. Should a user forget the password for Microsoft 365, they may request for a new password thru <https://passwordreset.microsoftonline.com>.

Further, please be informed that starting **1 February 2023**, all DepEd personnel will be able to receive and send emails through their respective **Microsoft Outlook** (outlook.office.com) accounts using the same email address.

In this regard, all DepEd personnel and officials are reminded that the use of these accounts shall 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.

Moreover, all personnel are also reminded that disciplinary actions such as account suspension and other legal remedies may be initiated against anyone found responsible for violating the acceptable use of the DepEd accounts.

The Central Office, all Regional Offices (ROs), and all Schools Division Offices (SDOs) shall establish their respective helpdesk mechanisms to support their personnel.

For further queries or clarifications, all concerned DepEd personnel from various governance level may raise their issues and concerns to the following:

Governance Level	Office/Unit in Charge
Central Office	ICTS – User Support Division icts.usd@deped.gov.ph 8633-7264
Regional Office	Information and Communications Technology Unit
Schools Division Office and school personnel	Division Information Technology Officer and the helpdesk mechanism established at the SDO

A schedule of webinars regarding trainings to be conducted and support materials will also be provided by the ICTS – User Support Division to be available at <https://bit.ly/DepEdM365Support>.

Immediate dissemination of and strict compliance to this memorandum is directed.

Thank you.