



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

Office of the Schools Division  
Superintendent

September 29, 2023

DIVISION MEMORANDUM  
No. 572 , s. 2023

**REITERATION OF THE ADOPTION OF MICROSOFT 365**

To: School Heads  
Public Schools District Supervisors  
All Others Concerned

1. This Office reminds and directs all personnel in this division to comply with **Division Memorandum No. 054, s. 2023** title **ADOPTION OF MICROSOFT 365**.
2. Starting October 1, 2023 all DepEd employees shall use Microsoft Outlook instead of Gmail. All incoming and outgoing emails will be transmitted using Microsoft Outlook.
3. Attached is the Regional Memorandum No. 564, s. 2023 titled Reiteration of the Adoption of Microsoft 365.
4. This Office directs the immediate and wide dissemination of this Memorandum.

**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent:

**RHODORA L. GALLARES, PhD**  
Education Program Supervisor

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

