



Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

DIVISION MEMORANDUM
OSDS-ICTU-DM- GB s. 2020

RELEASED

TO : Assistant Schools Division Superintendent
SDO Chiefs & Staffs
Education Program Supervisors
Public Schools District Supervisors
School Heads (Elementary and Secondary)
School ICT Coordinator (Elementary and Secondary)
Teachers and Non-Teaching Employees (Elementary and Secondary)
All other concerned

DepEd, Division of Catanduanes
RECORDS SECTION
Date: FEB 17 2020
Time: 16:26
Initial/Signature: _____

FROM : DANILO E. DESPI
Schools Division Superintendent

SUBJECT : DISTRIBUTION OF OFFICE 365 ACCOUNT TO SCHOOL EMPLOYEES (School Account, Teaching & Non-Teaching Accounts)

DATE : February 17, 2020

The Department of Education (DepEd) through the Information and Communication Technology Service – Solutions Development Division (ICTS-SDD) will be providing all permanent personnel at the Regional, Division and School Levels with Office 365 Accounts.

Each Office 365 entitles the employee to the Office 365 Suite including but not limited to:

- Office Suite – Includes Word, Excel, Powerpoint and OneNote
- Teams – A chat-based collaboration tool for group interaction
- OneDrive – Cloud file storage
- Sharepoint – A web-based collaborative platform that integrates with Microsoft Office

In relation to this, the ICT Unit is currently on process of the distribution of O365 Accounts to schools, teachers including the non-teaching employees through the Google Sheet shared to your respective District/School ICT Coordinators. Please coordinate with you respective District/School ICT Coordinators for the acknowledgement of said account and for the steps/procedures in activating/downloading and installation of said account.

For queries, Technical Assistance and additional information, please visit the ICT Unit Office or you may contact CP# 09208779674 or email at jennifer.metica@deped.gov.ph.



San Roque, Virac, Catanduanes
052 – 8114063
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com
DepEd Tayo – Region V - Catanduanes