DIVISION MEMORANDUM
OSDS-ICTU-DM-__ED__._2020

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

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.

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