



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



May 14, 2021

DIVISION MEMORANDUM
OSDS-ICTU-DM-198

ACTIVATION AND DISTRIBUTION OF MICROSOFT 365 ACCOUNTS

**To : Assistant Schools Division Superintendent
SDO Chiefs & Staff
SDO Section/Unit Heads & Staff
Education Program Supervisors
Public Schools District Supervisors
School Heads (Elementary and Secondary)
District/School ICT Coordinators (Elementary and Secondary)
All others concerned**

1. Pursuant to the attached **OUA Memo 00-0521-0085** dated **May 12, 2021** entitled **"Distribution of Microsoft 365 Accounts"**, all designated School ICT Coordinators are directed to check and ensure the complete distribution and activation of ICTS-issued Microsoft accounts to teaching and non-teaching personnel and the learners under your respective schools.

2. Priority shall be given to **Grade 12 learners and their teachers** who should have their accounts ready and activated by **May 28, 2021** in preparation for the online event graduating Grade 12 learners and their teachers using Microsoft Teams as the official platform.

3. To properly monitor and check the status of distribution and activation of said accounts, the designated School ICT Coordinators are advised **to check, provide and**



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update the data needed in the Google Sheet specifically the sheets entitled – **Teachers' Account and Learners' Account** shared to their accounts until **May 21, 2021**. A template link will be sent to the District ICT Coordinators for the consolidation of the said reports.

4. An online meeting using Microsoft Teams will be conducted to the District/School ICT Coordinators for the validation of submitted reports and briefing of the said upcoming online activities on the following schedule:

Date/Time	Participants	Online Platform to be Used
May 25, 2021/ 8:30AM-11:30AM	District/School ICT Coordinators (Elementary)	Microsoft Teams
May 25, 2021/ 1:30PM-4:30PM	District/School ICT Coordinators (Secondary)	Microsoft Teams

5. For queries, you may contact at CP# 09208779674 or email at ictunit.ctd@deped.gov.ph.

6. For information, guidance and compliance.

SUSAN S. COLLANO

Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



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