



Republic of the Philippines
Department of Education

Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

June 22, 2023

DIVISION MEMORANDUM

OSDS-ICTU-DM No. 241 s. 2023

**UPDATING OF SCHOOL ADMIN, TEACHERS AND LEARNERS ACCOUNT(MICROSOFT)
AND ACCESSING THE NATIONAL EDUCATION
PORTAL -LEARNING MANAGEMENT SYSTEM**

TO : **Assistant Schools Division Superintendent
SDO Chiefs, Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
School Heads
District/School ICT Coordinators
All Others concerned**

1. The administration of the **Online Computer-Based National Learning Camp Assessment (NCLA) for School Year(SY) 2022-2023 is ongoing from June 21 to July 7, 2023 for all Grades 7 & 8 learners** spearheaded by the Bureau of Education Assessment (BEA) in coordination with the Information and Communication Technology(ICTS).
2. In connection with the said assessment and in preparation for the future National Assessment through the **National Education Portal-Learning Management System of DepEd**, school heads through their designated school ICT coordinators and participation of class advisers are hereby requested and encouraged to update/activate the **school admin, teachers and learners account(Microsoft) and access the NEP-LMS portal until the opening of classes next school year**. Likewise, designated school ICT Coordinators must ensure the functionalities and proper utilization of the DCP packages (must be functional) and located/stored in a secured and well-structured e-classrooms. An online meeting related to this will be conducted to all School ICT Coordinators on Friday, June 23, 2024(9:00 a.m -11:00 a.m for Elementary and 1:00 p.m to 2:00 p.m. for Secondary).
3. The Gdrive link for Elementary and Secondary (JHS/SHS) levels related to these activities/tasks were already shared to the school account and official group chats of ICT Coordinators. For the accounts with issues, please coordinate with the school ICT Coordinators. Since this is an online activity, internet load expenses of ICT Coordinators will be charged to school funds/MOOE subject to the usual accounting and auditing rules and regulations.
4. For technical assistance and queries, you may visit the ICTU Office, or you can email at ictunit.ctd@deped.gov.ph.
5. For information, guidance, and compliance.

By Authority of the Schools Division Superintendent:


MA. LUISA T. DELA ROSA

Asst. Schools Division Superintendent
Officer-In-Charge



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