



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
Superintendent

2022-01-25-0074
23 January 2023

DIVISION MEMORANDUM
OSDS-2023- 071


MICROSOFT 365 ADOPTION

To: Functional Division Chiefs and Section/Unit Heads
District Heads
Public Elementary and Secondary School Heads
All Public School Teachers and Non-teaching Personnel

1. Attached is the Regional Memorandum No. ORD-2023-017 dated January 19, 2023, from Dir. Allan G. Farnazo, Regional Director, DepEd Regional Office XI, and Office of the Undersecretary for Administration Memorandum No. OUA-OUT-011023-010 dated January 12, 2023, from Usec. Atty. Michel Kristian R. Ablan, Undersecretary for Administration, Department of Education, relative on the **Microsoft 365 Adoption**.
2. For further queries and clarification, you may raise your issues and concerns to the following.

Government Level	Office/Unit in Charge
Central Office	ICTS – User Support Division icts.usd@deped.gov.ph 8633-7264
Regional Office	Information and Communications Technology Unit (ICTU) ictu.depedxi@deped.gov.ph
Schools Division Office	Information and Communications Technology Unit (ICTU) ictu.davaodeoro@deped.gov.ph

3. Immediate dissemination and strict compliance to this Memorandum is directed.


ROMMEL R. JANDAYAN, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Encl.: As stated
OSDS/ICTU



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)
Email Address: davaodeoro@deped.gov.ph
Website: www.depeddavaodeoro.ph

Doc. Ref. Code	PAWIM-F-020	Rev	00
Effectivity	09.12.22	Page	1 of 1



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM

ORD-2023-017

To : Schools Division Superintendents / OIC – SDSs
Functional Division Chiefs
Section/Unit Heads

Subject : MICROSOFT 365 ADOPTION

Date : January 19 , 2023

Attached is the Memorandum OUA-OUT-011023-010 dated January 12, 2023, from Usec. Atty. Michel Kristian R. Ablan, Undersecretary for Administration, on the **Microsoft 365 Adoption**.

Immediate dissemination and strict compliance of this memorandum is desired.

ALLAN G. FARNAZO
Director IV

Enclosure: As stated.

ORD/ICT3/jcw

DEPARTMENT OF EDUCATION ROX
RECORDS SECTION
RELEASED

By: 14068
Date: JAN. 19, 2023 Time: JAN. 19, 2023





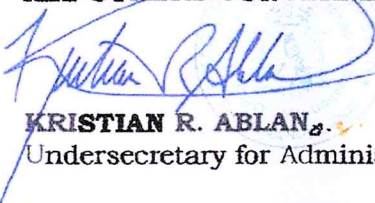
Republika ng Pilipinas
Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

OUA-OUT-011023-010

MEMORANDUM
12 January 2023

TO : **UNDERSECRETARIES**
ASSISTANT SECRETARIES
BUREAU AND SERVICE DIRECTORS
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : 
KRISTIAN R. ABLAN,
Undersecretary for Administration

SUBJECT : **MICROSOFT 365 ADOPTION**

The Department of Education (DepEd) provides tools and services for its employees, teachers and students that promote a culture of collaboration and communication and improve performance of tasks. The DepEd obtained these tools and services in the interest of education and public service.

To further maximize these productivity tools, we would like to reiterate that all DepEd employees are provided with **Microsoft 365** accounts such as:

- a. **Microsoft Outlook:** An email and calendar application.
- b. **Word:** A word processing tool that allows user to create, edit and format text documents.
- c. **Excel:** A spreadsheet tool for organizing and analyzing data.
- d. **PowerPoint:** A tool for producing and editing slides and presentations.
- e. **OneNote:** A digital notebook for taking notes, organizing information, and collaborating with others.
- f. **Teams:** A communication and collaboration platform for chat, video conferencing, and file sharing.
- g. **OneDrive:** A cloud storage service for storing and sharing files.
- h. **SharePoint:** A web-based collaboration and document management platform.
- i. **Microsoft Forms:** A tool for creating surveys, quizzes, and polls.
- j. **Microsoft Planner:** A task and project management tool.

As to other DepEd personnel without @deped.gov.ph Microsoft accounts, they will receive their Microsoft username and temporary password in their respective DepEd Gmail accounts **on or before 27 January 2023**.

Office of the Undersecretary for Administration

Department of Education - Central Office, Room 508, 5th Floor Mabini Building,
Meralco Avenue, Pasig City; Landline 8638-1780
Email: usecforadministration@deped.gov.ph

All users shall sign-in to their Microsoft 365 account at <https://portal.office.com>. Users who are signing in for the first time shall type in their new password for Microsoft 365 and setup their respective self-service password reset by providing their mobile number, alternate personal email address and/or answers to security questions. The new password used for signing-in should be always kept safe. Should a user forget the password for Microsoft 365, they may request for a new password thru <https://passwordreset.microsoftonline.com>.

Further, please be informed that starting **1 February 2023**, all DepEd personnel will be able to receive and send emails through their respective **Microsoft Outlook** (outlook.office.com) accounts using the same email address.

In this regard, all DepEd personnel and officials are reminded that the use of these accounts shall be for educational purposes and/or the performance of official duties and responsibilities. The Department shall exercise dominion over all DepEd accounts and over all data, material, and information received, transmitted, stored, or otherwise processed through the service.

Moreover, all personnel are also reminded that disciplinary actions such as account suspension and other legal remedies may be initiated against anyone found responsible for violating the acceptable use of the DepEd accounts.

The Central Office, all Regional Offices (ROs), and all Schools Division Offices (SDOs) shall establish their respective helpdesk mechanisms to support their personnel.

For further queries or clarifications, all concerned DepEd personnel from various governance level may raise their issues and concerns to the following:

Governance Level	Office/Unit in Charge
Central Office	ICTS – User Support Division icts.usd@deped.gov.ph 8633-7264
Regional Office	Information and Communications Technology Unit
Schools Division Office and school personnel	Division Information Technology Officer and the helpdesk mechanism established at the SDO

A schedule of webinars regarding trainings to be conducted and support materials will also be provided by the ICTS – User Support Division to be available at <https://bit.ly/DepEdM365Support>.

Immediate dissemination of and strict compliance to this memorandum is directed.

Thank you.