



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. **168**, s. 2020

July 13, 2020

MICROSOFT OFFICE 365 ACTIVATION AND UTILIZATION

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public Elementary and Secondary School ICT Coordinators
All Others Concerned

1. The Department of Education through the OUA - Information and Communications Technology Service (OUA-ICTS) has provided all DepEd teaching and non-teaching personnel an Office 365 account.

2. To monitor and evaluate the utilization of the said application, this Office therefore requires all schools to accomplish the online form on the activation and utilization of the Microsoft Office 365 licenses.

3. Please accomplish the O365 online monitoring form <https://bit.ly/o365monitoring> on or before **July 17, 2020**.

4. Immediate dissemination of this Memorandum is desired.

JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent
Office of the Schools Division Superintendent

