



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. 178, s. 2021

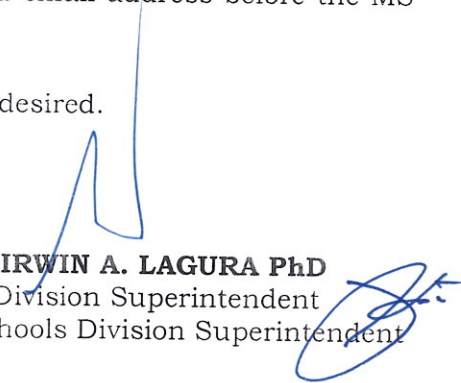
May 20, 2021

DISTRIBUTION OF MICROSOFT ACCOUNTS

To: Public Elementary and Secondary School Heads
Public Elementary and Secondary School ICT Coordinators
All Others Concerned

1. Attached is Regional Memorandum No. 368 s. 2021 titled Distribution of Microsoft Accounts.
2. In connection with this, may we request School ICT Coordinator to attend online meeting and orientation on the distribution of Microsoft account of the Learner on Tuesday, May 25, 2021 at 9:00AM via Microsoft Teams.
3. School ICT Coordinators are requested to register on this website <http://bit.ly/icttagbilaran> on or before May 24, 2021.
4. The participants should have an activated Microsoft Office 365 account and MS Teams installed to their desktop/laptop computer or mobile phones.
5. An invitation shall be sent to participants' DepEd email address before the MS Teams session.
6. Immediate dissemination of this Memorandum is desired.

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



JIAL/CPC/ICTU/JCM/JCM



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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

MAY 19 2021


REGIONAL MEMORANDUM

No. **0368**, s. 2021

DISTRIBUTION OF MICROSOFT ACCOUNTS

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

1. This Office disseminates OUA MEMO 00-0521-0085 titled **Distribution of Microsoft Accounts**.
2. Also attached is the Learner Accounts Distribution Guide and Teacher-Adviser Orientation Kit.
3. In relation to this, all Division IT Officers are requested to attend the ITO Meeting on Wednesday, May 20, 2021 at 9AM via MS Teams.
4. All Division IT Officers are requested to conduct an orientation with their respective School ICT Coordinators to discuss the distribution procedure.
5. Immediate dissemination and compliance with this Memorandum is required.


SALUSTIANO T. JIMENEZ, JD, EdD, CESO V
Director IV
Regional Director

STJ/CAE/ICTU/JPJ



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0365 and GSuite Learner Accounts Distribution Process

Purpose:

To have a uniform implementation of the distribution of the Learner accounts.

Scope:

All public schools within the Department of Education Central Visayas

Guidelines:

1. Distribution of the learner accounts shall be done by the Teacher-Adviser and may be assisted by the School ICT Coordinator.
2. The learner accounts shall be distributed or given to the Parent or Guardian regardless of the grade level of the learner.
3. Here are the steps to be followed before and during the distribution:
 1. Division ITO to meet with the District and/or School ICT Coordinators who are Admins of the learner accounts to discuss the process of distribution and to have them sign the EULA.
 2. If applicable, District ICT Coordinators will call the School ICT Coordinators and cascade the orientation done in step 1.
 3. The School ICT Coordinators will orient the Teacher-Advisers with the presence of the School Head/TIC of the distribution process.
 4. Teacher-Advisers will request for a homeroom/PTA meeting of his/her class advisory.
 - a. Purpose of the learner accounts
 - b. Benefits
 - c. Do's and Don't's in using the learner accounts
 - d. Activation and installation process
 - e. FAQs
 - f. Conduct survey who are willing to receive the accounts.
 5. Teacher-Advisers will request the parents/guardians to sign a consent form.
 6. Note that only parents/guardians who signed a consent form will be given the learner accounts.
 7. The following will be the manners of distribution:
 - a. Learner accounts will be given during the module distribution.
 - b. Learner accounts will be given via email to the parents of online students/learners. (parents will be asked to acknowledge receipt via email)
 8. Teacher-Advisers will conduct monitoring and assessment of the distributed accounts.

Teacher-Adviser Orientation Guide

Purpose of the learner account:

The learner account was created as part of the education delivery. These are education licenses specifically for the use of DepEd.

Benefits of having a learner account:

With the learner account, the learner will be able to:

1. Use the Office 365 applications online and offline. Each learner can install Office 365 in 15 devices (5 laptops/desktops, 5 tablets, 5 phones). No need for the parents to purchase a licensed Office application.
2. Use of GSuite applications under the DepEd domain.

Dos and Don'ts when using the learner account:

DOs

1. Do use the account for school related activities only.
2. Do always observe netiquette when working online.
3. Do protect yourself from cyberattacks by being cybersmart.
4. Do continue to learn the features of the applications to maximize the benefits.
5. Do not share your account after using it especially if you are accessing it from a computer/internet café.
6. Do keep your account credentials safe.
7. Do use current and presentable profile so the teachers can recognize if camera is off.
8. Do update the profile as time to time to maximize the new features.
9. Do utilize the calendar to get reminders of classes and tasks.

DON'T's

1. Do not share your learner account credentials to anyone.
2. Do not input your profile details.
3. Do not greet to class with alternate email or mobile number.
4. Do not use messaging inbox too often while class is ongoing unless audio does not work.
5. Do not abuse the settings that official accounts can have access for, it might result to class interruptions.

Activating and Installing Office 365

Activation

1. Click on Office 365.
2. Enter the user name and temporary password.
3. When prompted, you will be asked to update the password by providing the Current and New password and confirm the new password.
4. When prompted for your password, you will be asked to set up your accounts recovery option by providing the following:
 - a. Mobile number
 - b. Authentication email – personal email that is secured.
 - c. Security questions
5. Select whether you want to stay signed in.
6. Microsoft will confirm that you have activated your account once you see the Office 365 dashboard.

Installation of Office 365

Office 365 applications may be used online. You will need an internet connection for you to use the online applications. However, DepEd has provided each learner a subscription that will allow you to install Office 365 for desktop, tablet, or phone.

If you want to install Office 365 on your laptop, tablet, and phone, make sure that your laptop conforms to the minimum system requirements required (see COMPONENT REQUIREMENT). To install, make sure you have an internet connection and follow these steps:

1. On the Office 365 dashboard, click on the Install Office button at the top right side of your dashboard. Click on the Office 365 apps.
2. When you click on the Office 365 apps, an exe file will be downloaded. By default, the file is saved on your desktop. But you may find the file at the bottom part of the screen.
3. Click on the downloaded exe file.
4. Follow the on-screen installation process.
5. Wait for the Office 365 to be installed.
6. Office 365 will be installed in 30 minutes depending on the speed of your connection.

COMPONENT REQUIREMENTS (https://bit.ly/3we6AGz)

Component	Minimum Requirement
Processor	1 GHz or faster processor Recommended: Windows 10 OS- 1.6 GHz or faster, 2-core. 2 GHz or greater recommended for Office 365 Business Recommended: Intel processor
Memory	Recommended: Windows OS: 4 GB RAM; 2 GB RAM (32-bit) Recommended: Office 365 Business: 4 GB RAM
Hard Drive	Recommended: Windows OS: 16 GB of available disk space Recommended: Office 365 Business: 32 GB of available disk space; HFS+ hard disk format (also known as Mac OS Extended) or APFS Updates may require additional storage over the minimum.
Operating System	Windows 10



OAS-0521-0985
Office for Administrative Services
Department of Education

Republika ng Pilipinas
Kagangaran ng Edukasyon
Papan ng Pangalawang Kalihim

OUA MEMORANDUM
12 May 2021

To:

Directors
Division Superintendents
and Division IT Officers, and School ICT
Managers

Subject:

ACTIVATION OF MICROSOFT ACCOUNTS

The Office for Administrative Services (OAS) is spearheading a nationwide training event for graduating Grade 12 learners and their teachers.

The Office for Administrative Services (OAS) is spearheading a nationwide training event for graduating Grade 12 learners and their teachers.

In order to ensure the successful completion of the event, all Regional and Division Office IT Officers are directed to ensure the complete distribution of Microsoft O365 accounts to teaching and non-teaching personnel under their respective scopes.

In order to ensure the successful completion of the event, all Regional and Division Office IT Officers are directed to ensure the complete distribution of Microsoft O365 accounts to teaching and non-teaching personnel under their respective scopes.

It is requested that you ensure that all Grade 12 learners and their teachers who should be activated by May 28, 2021.

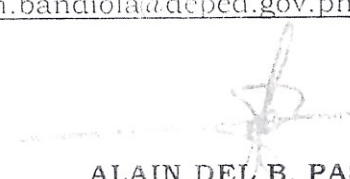
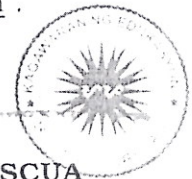
It is requested that you ensure that all Grade 12 learners and their teachers who should be activated by May 28, 2021.

A copy of this memorandum will be conducted for a briefing on this initiative and will be released in a separate memorandum.

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For more information, please contact Kathleen Aisa R. Bandiola of the ICTS-User Support Office at kathleen.bandiola@deped.gov.ph.

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ALAIN DEL B. PASCUA
Undersecretary

The Undersecretary for Administration (OUA)

Administrative Services (AS), Information and Communications Technology Service (ICTS), Education and Management Service (DEMS), Bureau of Learner Support (BLS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)

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