

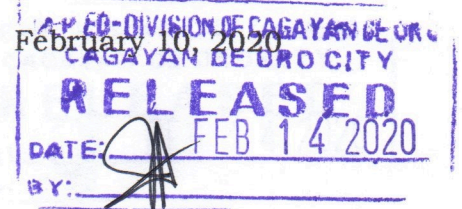


Republic of the Philippines  
**Department of Education**  
REGION X  
**DIVISION OF CAGAYAN DE ORO CITY**

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

No. 114 s. 2020



**MICROSOFT OFFICE 365 INDIVIDUAL ACCOUNTS**

TO : Public Schools District Supervisors/District In-Charge  
Public Elementary and Secondary School Heads  
School ICT Coordinators  
*This Division*

1. Relative to DepEd Memorandum (OUA Memo 14-0319-0124) and Division Memorandum No 468, s. 2019, the field is hereby informed to fill in the needed information at <http://bit.ly/depedcdo365> not later than February 18, 2020 (Tuesday). All School ICT Coordinators are advised to facilitate this concern in their respective school.
2. Please be informed to login with deped email before accessing the link. The Division Information Technology Officer will forward thru email the Microsoft Office 365 Accounts to the registered School ICT Coordinator's deped email.
3. Installation guide can be downloaded thru this link <http://bit.ly/cdo365guide>.
4. For queries, concerns and clarifications, please direct your concern to James Roberto Z. Sijo, Information Technology Officer I through (088) 855-0046 or email at [james.sijo@deped.gov.ph](mailto:james.sijo@deped.gov.ph).
5. For your information and compliance.

**CHERRY MAE L. LIMBACO**

Schools Division Superintendent

OSDS-ICT/jsijo



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
Telephone No: (08822)855-0048



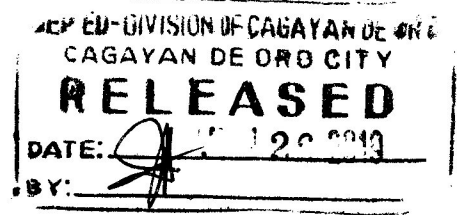
Republic of the Philippines  
 Department of Education  
 Region X  
**CAGAYAN DE ORO CITY DIVISION**



Fr. William F. Masterson, S.J. Avenue,  
 Brgy. Upper Balulang, Cagayan de Oro City, 9000 Philippines

June 25, 2019

Division Memorandum No. 468, s. 2019



**VALIDATION OF DEPED EMAIL ACCOUNTS IN PREPARATION FOR THE  
 CREATION OF MS OFFICE 365 ACCOUNTS**

To: All Public Elementary School Heads  
 All Public Secondary School Heads  
*This Division*

In preparation for the creation of MS OFFICE 365 accounts, all school heads are required to submit validated lists of school employees (teaching and non-teaching) with official DepEd email accounts to [depeddiovfcdo@gmail.com](mailto:depeddiovfcdo@gmail.com) not later than June 28, 2019 (Friday).

All employees without DepEd email can register thru <https://goo.gl/ep3EDk>. School ICT Coordinators are advised to assist the registration and validation of accounts to avoid multiple submissions.

Please use the excel template as reflected below which can be downloaded thru this link: <http://bit.ly/cdoms365>.

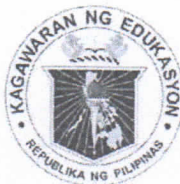
Last Name	First Name	Middle Name	Extension Name	Plantilla Position Title	Office	School Name (If Applicable)	School ID (If Applicable)	DepEd Email Account	Status

Immediate and wide dissemination of this memorandum is desired.

**JONATHAN S. DELA PEÑA, Ph.D., CESO V**  
 Schools Division Superintendent

To be indicated in the perpetual index  
 under the following subjects:  
 MS OFFICE 365

jrs/OSDS



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng PangalawangKalihim

OUA MEMO 14-0319-0124

**MEMORANDUM**

01 March 2019

For: **Regional Directors**  
**Schools Division Superintendents**  
**Regional and Division Information Technology Officers**  
**Regional and Division Administrative Officers in charge of HR**

Subject: **VALIDATION AND PROVISION OF OFFICE 365 ACCOUNTS FOR REGIONAL AND DIVISION OFFICE EMPLOYEES**

The Department of Education (DepEd) through the Information and Communications Technology Service – Solutions Development Division (ICTS-SDD) will be providing all personnel at the Regional, Division, and School Levels with Office 365 Accounts.

Each O365 account entitles the employee to the Office 365 Suite including but not limited to:

- **Office Suite** – Includes Word, Excel, PowerPoint and OneNote
- **Teams** – A chat-based collaboration tool for group interaction.
- **OneDrive** – Cloud file storage
- **SharePoint** – A web-based collaborative platform that integrates with Microsoft Office

To aid in the distribution of the O365 accounts, Regional and Division IT Officers, together with their respective Administrative Officers in charge of HR will take the lead in the validation of employee records in their respective Regional Offices, Division Offices, and schools. Please refer to Annex 1 for the procedure.

**The deadline for validation of Regional and Division Office employee records is on 22 March 2019. For the validation of school employees, each division must validate 1,000 records every month starting April 2019.**

Regional and Division IT Officers will receive the Office 365 credentials of the employee records validated and may refer to Annex 2, attached herewith, for guidance.

**Office of the Undersecretary for Administration**

(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)  
Department of Education, Central Office, Meralco Avenue, Pasig City  
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207  
Email: [usec.admin@deped.gov.ph](mailto:usec.admin@deped.gov.ph); Facebook/Twitter @depedayo



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Each region and division may identify and implement their own validation and division processes, as they see fit, following rules and regulations on data privacy.

All employees, at all levels of the organization, must ensure the safekeeping their respective O365 credentials. In addition, employees are prohibited from sharing their accounts to other individuals or organizations, and utilizing the O365 accounts of other employees.

For concerns or questions, the Information Technology Officers and Administrative Officers may contact **support.accounts@deped.gov.ph**.

For immediate and appropriate action.

**ALAIN DEL B. PASQUA**  
Undersecretary

