



Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

JAN 18 2023

MEMORANDUM
No. 018, s. 2023

GOOGLE AND OFFICE 365 ACCOUNTS OF DEPED PERSONNEL

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
All Others Concerned

1. This is relative to OUA-OUT-0 11023-010 from the Undersecretary for Administration Kristian R. Ablan informing the field on Microsoft 365 Adoption that starting February 1, 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.
2. In view thereof, all DepEd Muntinlupa Personnel are directed to create a backup of their files in their google drive and delete unnecessary files until January 27, 2023.
3. All ICT Coordinators shall assist their co teachers and submit Annex A,B Reports until January 27, 2023. For clarifications and other queries, kindly contact our Division Information Technology Officer May L. Borjal thru her email may.borjal002@deped.gov.ph and cp number 0966-829-05-71 / 0992-869-48-99.
4. Immediate, wide dissemination and compliance to this memorandum is desired.


CARLEEN S. SEDILLA, CESO V
Schools Division Superintendent

To be indicate in the Perpetual Index under the following subjects:

SCHOOLS

ACCOUNTS

MLB/ GOOGLE ACCOUNTS & OFFICE 365
018 /JANUARY 18, 2023

NUM-2023-018



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com



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INVENTORY OF TEACHERS WITH THEIR GMAIL ACCOUNTS AND OFFICE 365








INVENTORY OF TEACHERS WHO RETIRED, TRANSFERS OR NO LONGER IN SERVICE FROM JANUARY 2020 - PRESENT FOR THE DELETION OF THEIR ACCOUNTS (Ref: DO 85, S. 2012 - POLICY ON THE ESTABLISHMENT OF DEPED EMAIL SERVICE)

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ISO 9001:2015
Certified No: 18.1519.026



Republika ng Pilipinas
Kagawaran ng Edukasyon

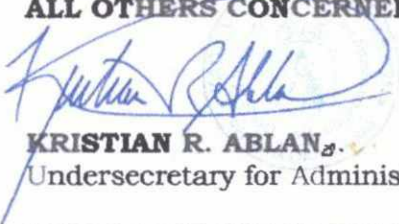
Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

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. ABLA,
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.