



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
**SCHOOLS DIVISION OF KABANKALAN CITY**

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May 20, 2021

**DIVISION MEMORANDUM**

No. 114, s. 2021

**DISTRIBUTION OF MICROSOFT ACCOUNTS**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisor  
Elementary and Secondary School Heads  
Information and Technology Officer I  
School ICT Coordinators  
All Others Concerned

1. Attached is OUA Memo 00-0521-0085 from the Undersecretary, Hon. Alain Del B. Pascua on the **Distribution of Microsoft Accounts**.
2. Immediate dissemination of and compliance with this memorandum is desired.

  
PORTIA M. MALLORCA PhD, CESO V  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS

**REGIONAL MEMORANDUM**

No. 217 s.2021

MAY 17 2021

**DISTRIBUTION OF MICROSOFT ACCOUNTS**

**To: Schools Division Superintendents  
All Others Concerned**

1. Attached is OUA Memo 00-0521-0085 titled **Distribution of Microsoft Accounts**.
2. Immediate dissemination of and compliance with this memorandum are desired.

**RAMIR B. UYTICO EdD, CESO IV**  
Regional Director

Enclosure : As stated  
Reference : OUA Memo 00-521-0085  
To be indicated in the Perpetual Index  
under the following subjects:

MICROSOFT ACCOUNTS  
ICT



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Document Name	Document No.	Date Created	Revision Number
Regional Memo	DepEd RO6-ORD-ICT-RM 002	05/14/2021	00





OUA00-0521-0085  
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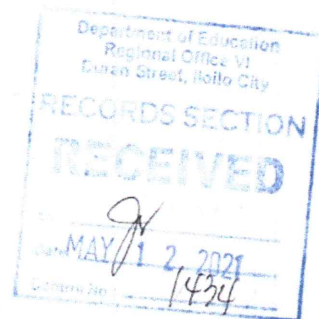
**OUA MEMO 00-0521-0085**

**MEMORANDUM**

12 May 2021

For: **Regional Directors  
Schools Division Superintendents  
All Regional and Division IT Officers, and School ICT  
Coordinators**

Subject: **DISTRIBUTION OF MICROSOFT ACCOUNTS**



The Office of the Undersecretary for Administration (OUA) is spearheading a number of online activities using Microsoft Teams as the official platform, beginning May 2021 with an event for graduating Grade 12 learners and their teachers.

In line with this and other upcoming online events, all Regional and Division IT Officers and School ICT Coordinators are directed to ensure the complete distribution ICTS-issued DepEd Microsoft O365 accounts to teaching and non-teaching personnel and learners under their respective scopes.

**Priority shall be given to Grade 12 learners and their teachers who should have their accounts ready and activated by May 28, 2021.**

A meeting with all ITOs will be conducted for a briefing on this initiative and upcoming activities. Details will be released in a separate memorandum.

For inquiries, please contact Kathleen Aisa R. Bandiola of the ICTS-User Support Division through email at [kathleen.bandiola@deped.gov.ph](mailto:kathleen.bandiola@deped.gov.ph).

For strict compliance.

**ALAIN DEL B. PASCUA**  
Undersecretary



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**Office of the Undersecretary for Administration (OUA)**

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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