



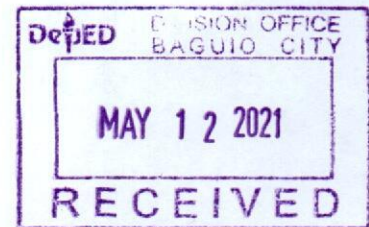
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Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim



OJA 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 (OJA) 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.

For strict compliance.

to: All School Administrators, Principals & Teachers In-Charge
(Elementary & Secondary)
FOR YOUR INFORMATION & APPROPRIATE ACTION


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent


ALAIN DEL B. PASCUA
Undersecretary



Office of the Undersecretary for Administration (OJA)

[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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