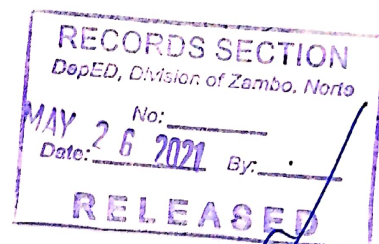




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Division Memorandum No. 187, S. 2021



To: All Public Schools District Supervisors
All Public Elementary and Secondary School Heads
All Schools ICT Coordinators

From: *LR*
MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent

Subject: **DISTRIBUTION OF MICROSOFT ACCOUNTS TO LEARNERS**

Date: May 25, 2021

1. The Office of Undersecretary for Administration issued Memorandum OAU-Memo 00-0521-0085 for "Distribution of Microsoft Accounts".
2. The Division ICT unit will conduct a webinar to all School ICT Coordinators on May 31, 2021 at 9:00 in the morning via MS Teams.
3. This online session aims to provide school ICT coordinators a step-by-step process on how to manage the learners' accounts and resetting procedure.
4. All School ICT coordinators are required to register through this link, http://bit.ly/ZNOffice365_Registration
5. Attached is a copy of memorandum for reference and compliance.
6. Immediate and widest dissemination of this memorandum is desired.

OSDSjob/o365 Learner Accounts/DM001-2020/12042020

N-avigating
O-pportunities to
R-eengineer for
T-ransformation &
E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100
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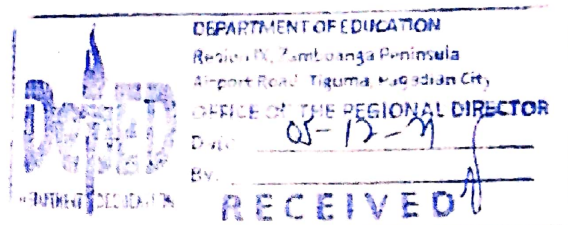


OUA 00-0521-0085
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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

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.

For strict compliance.


ALAIN DEL B. PASCUA
Undersecretary



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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