



Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY



September 28, 2023

**DIVISION MEMORANDUM**

No. 472, s. 2023

**MICROSOFT 365 ADOPTION**

**TO: All Teaching and Non-teaching Personnel**  
This Division

1. Attached is the Deped Memorandum **OUA-OUT-011023-0422-010** from the Department of Education, Office of the Undersecretary for Administration Usec. Michael Kristian R. Ablan, dated January 12, 2023, on the **Adoption of Microsoft 365** as an official platform for office communications.
2. In view thereof, this office, through the Schools Division Office ICT Unit (SDO-ICTU), hereby informs all teaching and non-teaching personnel under this Division that starting **October 1, 2023**, the Deped Email (gmail.com) will no longer receive and send emails, nor upload google drive files. All existing files from your google platform are still visible and can be downloaded anytime.
3. Furthermore, please be informed that starting **October 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.
4. As to the users who forgot their Microsoft account password, they may request for a self-service password reset at this link: <https://passwordreset.microsoftonline.com>
5. More details about this update are provided in the attached memorandum for your reference.
6. For information and immediate dissemination.

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



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

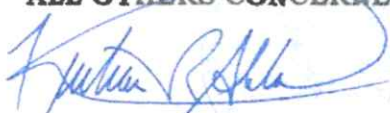
Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

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. ABLAN**,  
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**.

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**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:

<b>Governance Level</b>	<b>Office/Unit in Charge</b>
Central Office	ICTS – User Support Division <a href="mailto:icts.sdd@deped.gov.ph">icts.sdd@deped.gov.ph</a> 8633-2092
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.