1 1 MAY 2021

DIVISION MEMORANDUM
No. 338 , s. 2021

DISTRIBUTION OF MICROSOFT ACCOUNTS

To: Assistant Schools Division Superintendents
      Chiefs, CID and SGOD
      Education Program Supervisors
      Public Schools District Supervisors/ DICs
      Elementary and Secondary School Heads
      District ITOs
      All Others Concerned

1. This Office disseminates **OUA MEMO 00-0521-0085** titled *"Distribution of Microsoft Accounts"*. The Office of the Undersecretary for Administration is spearheading several online activities using Microsoft Teams as the official platform, beginning May 2021 with an event for graduating Grade 12 learners and their teachers.

2. In line with this upcoming online events, District and School ICT Coordinators are directed to ensure the complete distribution of ICTS-issued DepEd Microsoft O365 accounts to teaching & non-teaching personnel and learners.

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

4. A virtual meeting with the sixty-seven (67) Elementary and Secondary District ITOs will be conducted by the Division ITO on May 21, 2021 at 2PM via MS Teams.

5. It is expected that the **District ICT Coordinators** in coordination with their respective **District Supervisors** will conduct an orientation with the School ICT Coordinators and School Heads to discuss the distribution procedure.

6. Attached is the Learner Accounts Distribution Guide and Teacher – Adviser Orientation Kit to be used in the conduct of the district level orientation.

7. Immediate dissemination and strict compliance with this Division Memorandum is desired.

SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
5|20|2021|

REGIONAL MEMORANDUM
No.   , s. 2021

DISTRIBUTION OF MICROSOFT ACCOUNTS

TO   :   ALL SCHOOLS DIVISION SUPERINTENDENTS
                       ALL OTHERS CONCERNED

1.   This Office disseminates OUA MEMO 00-0521-0085 titled **Distribution of Microsoft Accounts**.

2.   Also attached is the Learner Accounts Distribution Guide and Teacher-Adviser Orientation Kit.

3.   In relation to this, all Division IT Officers are requested to attend the ITO Meeting on Wednesday, May 20, 2021 at 9AM via MS Teams.

4.   All Division IT Officers are requested to conduct an orientation with their respective School ICT Coordinators to discuss the distribution procedure.

5.   Immediate dissemination and compliance with this Memorandum is required.

SALUSTIANO T. JIMENEZ, JD, EdD, CESO V
Director IV
Regional Director

STJ/CAE/ICTU/JPJ

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

O365 and GSuite Learner Accounts Distribution Process

Purpose:

To have a uniform implementation of the distribution of the Learner accounts.

Scope:

All public schools within the Department of Education Central Visayas

Guidelines:

1. Distribution of the learner accounts shall be done by the Teacher-Adviser and may be assisted by the School ICT Coordinator.
2. The learner accounts shall be distributed or given to the Parent or Guardian regardless of the grade level of the learner.
3. Here are the steps to be followed before and during the distribution:
    1. Division ITO to meet with the District and/or School ICT Coordinators who are Admins of the learner accounts to discuss the process of distribution and to have them sign the EULA.
    2. If applicable, District ICT Coordinators will call the School ICT Coordinators and cascade the orientation done in step 1.
    3. The School ICT Coordinators will orient the Teacher-Advisers with the presence of the School Head/TIC of the distribution process.
    4. Teacher-Advisers will request for a homeroom/PTA meeting of his/her class advisory.
        a. Purpose of the learner accounts
        b. Benefits
        c. Do's and Don't's in using the learner accounts
        d. Activation and installation process
        e. FAQs
        f. Conduct survey who are willing to receive the accounts.
    5. Teacher-Advisers will request the parents/guardians to sign a consent form.
    6. Note that only parents/guardians who signed a consent form will be given the learner accounts.
    7. The following will be the manners of distribution:
        a. Learner accounts will be given during the module distribution.
        b. Learner accounts will be given via email to the parents of online students/learners. (parents will be asked to acknowledge receipt via email)
    8. Teacher-Advisers will conduct monitoring and assessment of the distributed accounts.

Teacher-Adviser Orientation Guide

Purpose of the learner account:

The learner account was created as part of the education delivery. These are education licenses specifically for the use of DepEd.

Benefits of having a learner account:

With the learner account, the learner will be able to:

1. Use the Office 365 applications online and offline. Each learner can install Office 365 in 15 devices (5 laptops/Macs, 5 tablets, 5 phones). No need for the parents to purchase a licensed Office application.
2. Use of GSuite applications under the DepEd domain.

Dos and Don'ts when using the learner account:

DOs

1. Do use the account for school related activities only.
2. Do always observe cyber etiquette when working online.
3. Do protect yourself from cyberattacks by being cybersmart.
4. Do continue to learn the features of the applications to maximize the benefits.
5. Do make sure you logout your account after using it especially if you are accessing it from a computer/internet café.
6. Do keep your account credentials safe.
7. Do use current and presentable profile so the teachers can recognize if camera is off.
8. Do update the app from time to time to maximize the new features.
9. Do utilize the calendar to get reminders of classes and tasks.

DON'T's

1. Do not share your learner account credentials to anyone.
2. Do not forget your log in details.
3. Do not forget to verify with alternate email or mobile number.
4. Do not use message inbox too often while class is ongoing unless audio does not work.
5. Do not abuse the settings that official accounts can have access for, it might result to class interruptions.

Activation and Installation process

Activation:

1. Go to office.com.
2. Input the username and temporary password.
3. Once signed in, you will be asked to update the password by providing the Current and New password and Confirm the new password.
4. After assigning a new password, you will be asked to set up your accounts recovery option by providing the following:
   a. Mobile number
   b. Authentication email – personal email that is secured.
   c. Security questions
5. Just click NO if asked whether to stay signed in.
6. You have successfully activated your account once you see the Office 365 dashboard.

Installation of O365

Office 365 applications may be used online. You will need an internet connection for you to use the online applications. However, DepEd has provided each learner a subscription that will allow you to install Office 365 on your laptop, tablet, or phone.

If you wish to install Office 365 to your laptop, tablet, and phone, make sure that your laptop conforms to the minimum specifications required (see COMPONENT REQUIREMENT). To install, make sure you have an internet connection and follow these steps:

1. On your O365 dashboard, click on the Install Office button at the top right side of your screen. Click Office 365 apps.
2. Once you click Office 365 apps, an exe file will be downloaded. By default, the file is saved on your Downloads folder. But you may find the file at the bottom part of the screen.
3. Click on RUN or click the downloaded exe file.
4. Click Yes to begin the installation process.
5. Stay online while O365 is being installed.
6. Office 365 will be installed in 30 minutes depending on the speed of your connection.

COMPONENT REQUIREMENT (*https://bit.ly/3we6AGz*)

   a. Computer and processor
      i. Windows OS: 1.6 GHz or faster, 2-core. 2 GHz or greater recommended for Skype for Business
      ii. macOS: Intel processor
   b. Memory
      i. Windows OS: 4 GB RAM; 2 GB RAM (32-bit)
      ii. macOS: 4 GB RAM
   c. Hard disk
      i. Windows OS: 4 GB of available disk space
      ii. macOS: 10 GB of available disk space; HFS+ hard disk format (also known as macOS Extended) or APFS Updates may require additional storage over time.
   d. Operating system

d. Operating system
    i. Windows OS: Windows 10 SAC, Windows 8.1, Windows Server 2019, or Windows Server 2016. Please note Microsoft 365 Apps for enterprise will be supported on Windows Server 2019 or Windows Server 2016 through October 2025.
    ii. macOS: One of the three most recent versions of macOS. When a new version of macOS is released, the macOS requirement becomes one of the then-current three most recent versions: the new version of macOS and the previous two versions.
- For the best experience, use the most current build of any operating system specified above. Product functionality and feature availability may vary on older systems (Search Lifecycle Policy).

e. Browser
    i. The current version of Microsoft Edge, Internet Explorer, Safari, Chrome, or Firefox.

f. Video calls & meetings:
    i. For a better experience with video calls and online meetings, we recommend using a computer that has a 2.0 GHz processor and 4.0 GB RAM (or higher).

g. Teams requires a USB 2.0 video camera, a microphone, and an audio-output device to utilize its full range of calling and meeting features.

Frequently Asked Questions

1. What is a learner account?
    a. This is an education license specifically for the use of DepEd.
    b. It is an account (email and password) that will be used to access and install Office 365 applications.
2. Why do I need a learner account?
    a. As part of education delivery.
    b. To ensure safe and easier collaboration with teachers and learners.
3. What is used to create my learner account?
    a. For O365 account, DepEd will use your name, LRN and birthdate.
4. What is Office 365?
    a. Office 365 is a cloud-based suite of productivity apps which includes Microsoft Word, Excel, PowerPoint, OneNote, Outlook, Forms etc.
5. What are the benefits of Office 365?
    a. Access Files Anywhere. Office 365 allows DepEd to store all the files in the cloud.
    b. Secure Cloud Storage.
    c. Improved Communication.
    d. Automatic updates to your favorite Office applications.
    e. Centralized Collaboration.
6. Can I install O365 applications?
    a. Yes. DepEd will be giving leaners an A3 Student account which allows for the installation of Office applications on your laptop/MacBook, tablet, and phone.