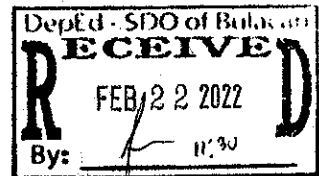


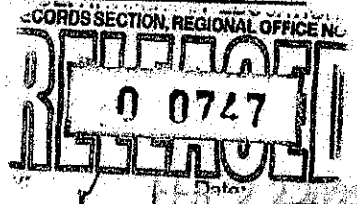
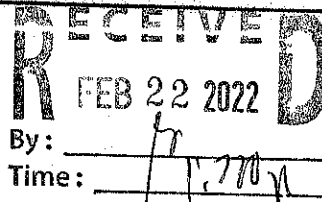


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2/22/22
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 For Dissemination and Compliance
ZENIA G. MOSTOLES, Ed.D., CESO V
 Schools Division Superintendent
 Schools Division of Bulacan

REGIONAL MEMORANDUM
 No. 416, s. 2022



**CALL TO ACTION TO EXPEDITE DISTRIBUTION OF MICROSOFT 365 (M365)
 LEARNER'S ACCOUNTS**

To: **SCHOOLS DIVISION SUPERINTENDENTS
 PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
 SCHOOL ICT COORDINATORS**

1. Through OUA Memorandum 00-0821-0143 entitled "Activation of Learners' Microsoft O365 Accounts," dated August 17, 2021, this Region conducted four (4) clusters of M365 awareness campaign to orient all teachers about the distribution and activation of M365 learner's accounts.

2. By 4th quarter of 2021, Windows 11 has been made available for free in the Microsoft webstore specifically for public school learners with active M365 accounts. However, a report from Microsoft Philippines shows that out of the 26,439 total login attempts made for Region 3 alone, there were only 572 successful logins and 201 successful orders of Windows 11. The reason for the 25,867 failed logins were due to the utilization of personal email accounts instead of the DepEd M365 accounts being issued to DepEd learners.

3. To minimize and prevent these failed logins, all School ICT Coordinators are enjoined to expedite distribution of M365 learners accounts through the automation template provided by Microsoft during the 4 - cluster orientation last August 24 to 27, 2021.

4. Annex A provides the 2-step instruction on how to download and fill-out the automation template.

5. Annex B provides the activation steps to gain access and utilize the MS365 learners' accounts.

6. For more information, School ICT Coordinators may get in touch with Mr. Kristian Alan Catahan via MS Teams chat, through the school tenant emails below:

trainer.kcatahan@r3-1.deped.gov.ph
 trainer.kcatahan@r3-2.deped.gov.ph

Alternatively, they can also join the Microsoft Center through the following links:

R3 - 1 tenants: <https://bit.ly/3F8ShI6>
 R3 - 2 tenants: <https://bit.ly/3qrOvVT>



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 Telephone Number: (045) 598-8580 to 89; Email Address: region3@deped.gov.ph

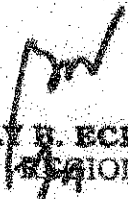


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7. For wide dissemination and compliance.


MAY B. ECLAR, PhD, CESO III
REGIONAL DIRECTOR

Encl. As stated
Reference: As stated
To be indicated in the Perennial Index
under the following subjects:

INFORMATION TECHNOLOGY

ICTU1/ictu1
RO3_ORD_JCTU-MEMO-2022-00011/February 21, 2022



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ANNEX A

2 - STEP INSTRUCTION ON HOW TO DOWNLOAD AND ACCOMPLISH THE AUTOMATION TEMPLATE

STEP 1: School ICT downloads and fills up automation template

School ID	Email	Password	First Name	Last Name	Teacher Reference	Grade	Personal Email	Mobile	Join Code
123456	123456789@1.dep.gov.ph	1.dep SamplePass	Jose	Rizal	123456789012	12	joserizal@gmail.com	09191234567	SAMPLE
123456	123456789@1.dep.gov.ph	1.dep SamplePass	Andres	Bonifacio	121212121212	12		09201234567	
123456	123456789@1.dep.gov.ph	1.dep SamplePass	Juan	Luna	987654321321	12	luna.juan@yahoo.com		
123456	123456789@1.dep.gov.ph	1.dep SamplePass	Emilio	Aguinaldo	555888887777	12			

- Download Link: <https://aka.ms/DepEdM365AccountListTemplate> (Click File, Click Save As, Click Download a Copy)
- Copy & Paste column A-G from your original account spreadsheet.
- Enter Personal Email and/or Mobile (if available), and a Join Code
- IMPORTANT:** make sure to include a personal email and / or a mobile number to automate.

Personal Email	Mobile	Join Code
joserizal@gmail.com	09191234567	SAMPLE
	09201234567	
luna.juan@yahoo.com		

STEP 2: School ICT uploads accomplished sheet on the form

- Upload Link: <https://aka.ms/DepEdM365AccountListSubmission>
- **USE YOUR DEPED EMAIL ACCOUNT**** (ex. 543210@dep.gov.ph)
- Write your school's name
- Click "Submit"



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ANNEX B

M365 ACCOUNTS ACTIVATION STEPS

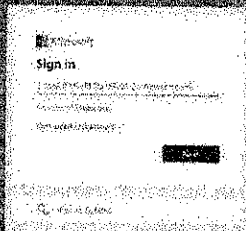


**Gamitin sa unang
 pagkakataon ang iyong
 Microsoft 365 account!**



STEP 1

Hintayin na ibigay ng inyong paaralan ang iyong Microsoft 365 account. Sa iyong pagtanggap, pumunta sa office.com at mag log-in gamit ang inyong username at password.



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STEP 2

Palitan ang iyong temporary password at i-confirm ito.

STEP 3

I-rehistro ang iyong mobile number o personal na email address. Maari rin tayong mag-lagay ng Security Questions. I-confirm at maaari nang gamitin ang iyong account!



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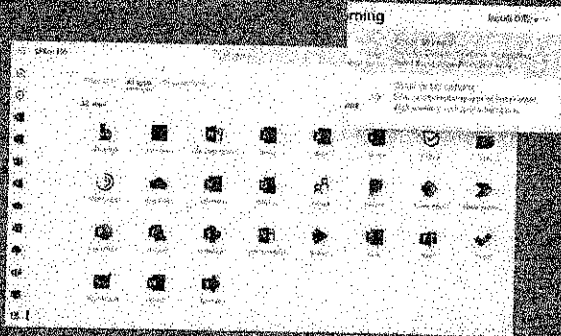
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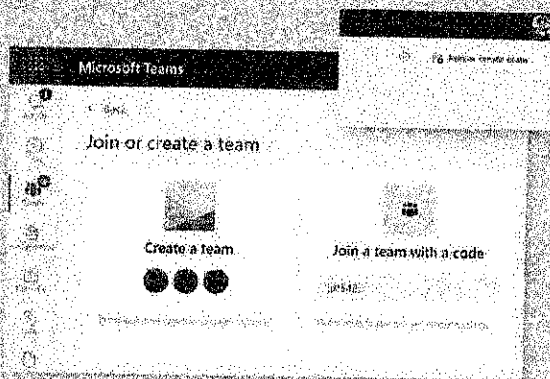
STEP 4

Magari na natin maluha ang Microsoft 365 apps tulad ng Word, Excel, PowerPoint, at Teams gamit ang iyong account. Pumunta sa office.com at i-click ang "Install Office" upang simulan ang pag-download.



STEP 5

Mag-log-in sa teams.microsoft.com at ilagay ang join code ng inyong paaralan upang makasali sa group.

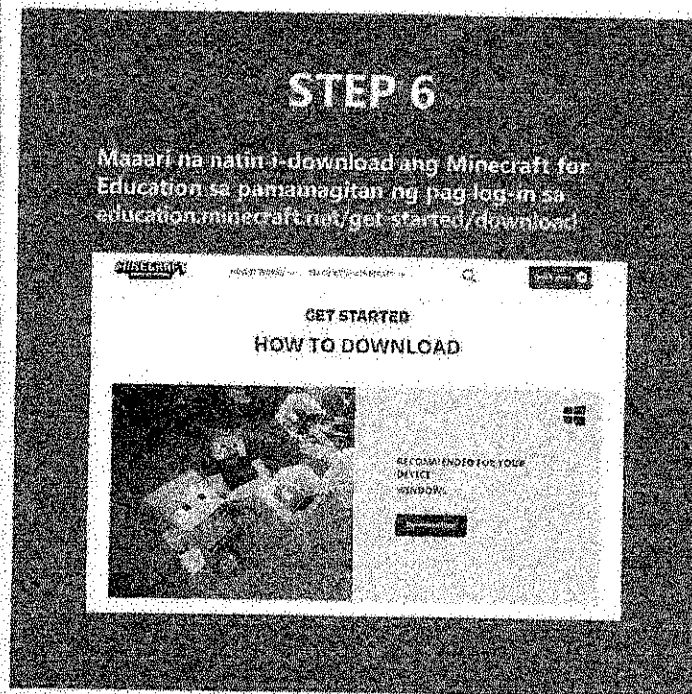


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ADDITIONAL RESOURCES

Live Events (For School ICT Coordinators):

- Cluster 1 - <https://bit.ly/3BISq4j>
- Cluster 2 - <https://bit.ly/34O96LT>
- Cluster 3 - <https://bit.ly/3ByKbrz>
- Cluster 4 - <https://bit.ly/3H6sIrm>

'How to' clips (For Teachers):

- How to download MS Teams: <https://aka.ms/DownloadMSTeams>
- How to download MS office: <https://aka.ms/DownloadMSOffice>
- How to download Minecraft: <https://aka.ms/DownloadMinecraft>
- How to use OneDrive: <https://aka.ms/GetOneDriveStorage>



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