DepEd RO III - RECORDS SECTION

RELEASED

SEP 21 2020

BY: _____ μ .

REGIONAL MEMORANDUM
No. 279 , s. 2020

DATA GATHERING ON PREFERRED MOBILE INTERNET NETWORK PROVIDER

To: REGIONAL OFFICE PERSONNEL
        DIVISION OFFICE PERSONNEL
        PUBLIC SCHOOLS AND LEARNING CENTERS

1. In view of the attached OUA MEMO 00-0920-0124 dated September 15, 2020, all regional, division, and school employees (teaching and non-teaching) are hereby enjoined to register, activate and update their DepEd Common profiles in accordance with OUA Memo 00-0820-0083.

2. This is in preparation for the provision for monthly connectivity and communications expense.

3. The process stated in the attached memorandum is to standardize collection of mobile numbers to determine the preferred network provider.

4. Initially, all active DepEd emails have already been sent a notification with the subject: "Your DepEd Commons account is created and needs to be activated!" from the DepEd commons mailer (deped-commons@mg.deped.gov.ph). From there you can now activate and update your DepEd Commons profile.

5. Deadline of registration and activation will be until September 21, 2020 at 12:00 noon only. Only registered and activated accounts will be qualified as beneficiaries of the connectivity and communications expense.

6. For proper guidance and strict compliance.

NICOLAS T. CAPULONG PhD, CESO V
Director III
Officer - In - Charge
Office of the Regional Director

ORD/ictu1
Incls: As stated
R03_ORD_ICTU-MEMO-2020-00009
September 16, 2020

Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)
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Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0920-0124
MEMORANDUM
15 September 2020

For: **Regional and Division Offices**
Schools and Learning Centers

Subject: **DATA GATHERING ON PREFERRED**
MOBILE INTERNET NETWORK PROVIDER

The Department of Education is preparing for **the provision for monthly connectivity and communications expense** from the major telecommunications companies for employees across the Department.

In order to qualify for the provision for connectivity and communications expense and to determine the appropriate quantities, **all regional, division and school employees (teaching and non-teaching) are tasked to register and update their information in DepEd Commons** in accordance with OUA Memo 00-0820-0083 by:

1. Logging in to your respective deped.gov.ph email
2. Confirming the DepEd Commons Account Activation
3. Updating all the information including your mobile number, current mobile service provider, and preferred mobile service provider, which are required fields
4. Clicking submit.

Attached herewith is Annex A: DepEd Commons Account Activation Guide. **Deadline of registration will be on 21 September 2020** at 12:00 noon. **Only those who have registered and activated their accounts will be qualified** as beneficiaries of the connectivity and communications expense

For queries regarding DepEd Commons account activation, contact commons.helpdesk@deped.gov.ph. For queries regarding DepEd email address issuance , contact your respective Information Technology Officers (for School, DO and RO personnel) and support.accounts@deped.gov.ph (for CO Personnel).

For immediate and appropriate action.

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 (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

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of Major Programs

ANNEX A: DEPED COMMONS ACCOUNT ACTIVATION WORKFLOW

1. Access your DepEd email and check inbox for an email with subject **"Your DepEd Commons account is created and needs to be activated!"** as shown in *Fig. 1* below.

Your DepEd Commons account is created and needs to be activated! 📩 Inbox ×

Deped Commons Mailer ...   12:03 AM (6 hours ago) ☆ ↩ ⋮
to jaja ▾

Hello Jaja!

Welcome to your DepEd Commons account!

To activate, click on this link and set up your password.

After activating your account, you may now:

1. Update your user profile here; and,
2. Link and sync your account to other supported DepEd Apps.

Quicker, easier! You can now access DepEd Commons and all other DepEd Apps seamlessly using just one password!

Here are the links again:

- Activate your DepEd Commons account:
  http://commons.deped.gov.ph/accounts/confirmation?confirmation_token=skOIHH9safij

- Update and complete your account profile:
  http://commons.deped.gov.ph/accounts/edit.9821hU3e.wlkahsdg-9920-883ksjYTrg12

- Login to DepEd Commons using your activated account:
  http://commons.deped.gov.ph/accounts/sign_in

Let us all work conscientiously together as the school opening is fast approaching.
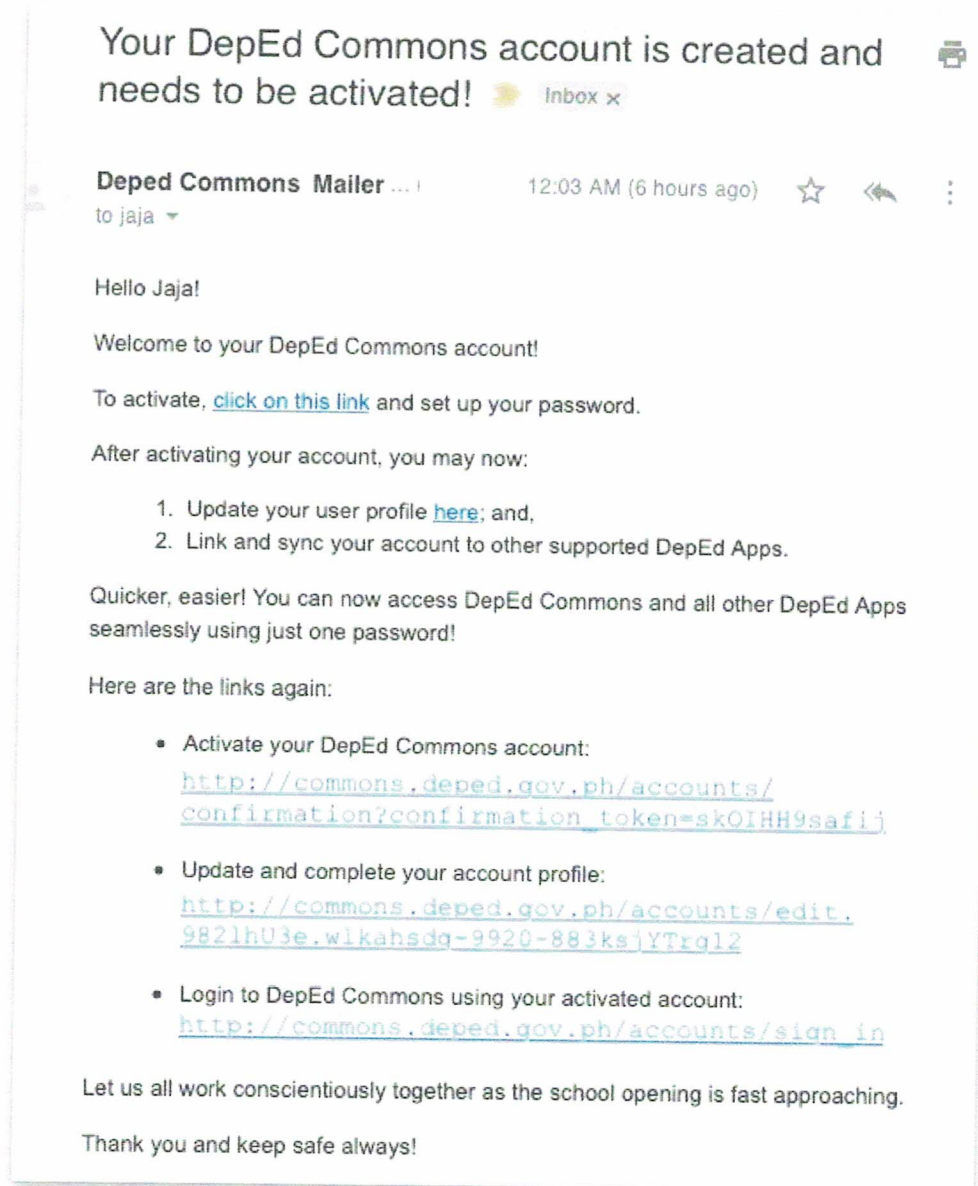
Thank you and keep safe always!

Fig. 1: System sends auto-generated email to a properly migrated user account. If the pre-registered email is unique, active, and working, user receives a similar email as above.

2. For security, ensure that the email was sent from **"DepEd Commons Mailer <deped-commons@mg.deped.gov.ph>"**

3. Click the appropriate link to activate your DepEd Commons account. You will be redirected to a page to set up your new password and confirm it. Click "Change my password" to save your updated password as shown in *Fig. 2*. After confirming changes, you will be automatically logged in to your DepEd Commons portal.

4. Once logged in, access your profile page. This can be done by:

   (a) going back to the activation email and clicking the "Update and complete your account profile" link, OR,

   (b) on the DepEd Commons account menu, click the user link as shown in *Fig. 3*.

5. Review and update your profile page ensuring that all information are current. When updating, take note of the following options (see *Fig. 4*):

   (a) Select if main and current designation is either a Teaching or a Non-teaching position.

   (b) Under **School** selection and if not assigned to a specific school, select "click here" to toggle on selecting only the geographic unit where you are assigned.

   (c) When done, click "Update".

6. To access or log back in to DepEd Commons using activated account, go to https://commons.deped.gov.ph/accounts/sign_in.

Fig. 2: Activation page displays alert that "Your email address has been successfully confirmed." Setting up a password fully activates account.
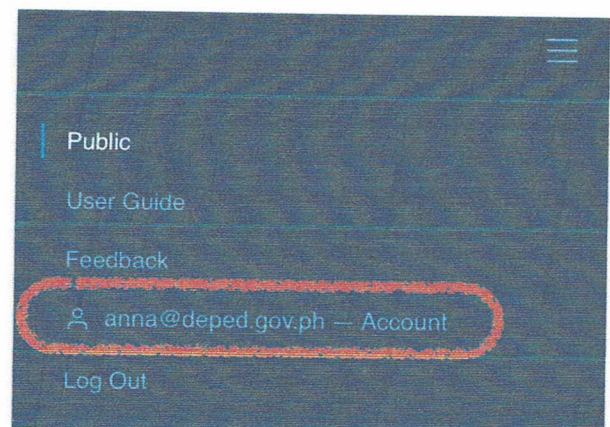

Fig. 3: From the DepEd Commons menu, clicking the user account link directs to the update profile page, too.

Personal Details

I am: ☑ Teaching

☑ Non-teaching

First name

Anna

Middle name

Mairiam

Last name

Salas

Mobile number

09998884321

Designation

Teacher III

School

Mamerto C. Bernardo Memorial Ce... ▾

Not assigned to school? Click here.

Login Credentials

Password *(leave blank if you don't want to change it; 8 characters minimum)*

Password confirmation

Current password *(we need your current password to confirm your changes)*

Update

Select appropriate position category

Fill-out or update contact number

Select appropriate unit or geographic assignment

Leave this section blank unless doing a password update or reset

Fig. 4: The Update User Profile page.