



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

December 7, 2021

**DIVISION MEMORANDUM**


No. 559, s. 2021

**DISSEMINATION OF OUA MEMO 00-1221-0020 DATED DECEMBER 3, 2021,  
RE: EXTENSION OF STUDENT ACCESS TO MICROSOFT 365**

To: Public School Heads  
Public School Teachers  
All Others Concerned

1. For the information, guidance, and compliance of all concerned, enclosed is OUA MEMO 00-1221-0020 dated December 3, 2021, RE: Extension of Student Access to Microsoft 365
2. Widest dissemination of this Memorandum is hereby enjoined



  
**DANTE G. PARUNGAO, CESO VI**  
Officer-in-Charge  
Office of the Schools Division Superintendent

OSDS/ICTU/JMT/12.07.2021



*Loyal, Excellent, Accountable and Dedicated to Service*

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DSCM-QMS-QMR-QSF-008Rev.03(01.31.20)



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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-1221-0020**  
**MEMORANDUM**  
03 December 2021

For: **Regional Directors**  
**Schools Division Superintendents**  
**Regional Information Technology Officers**  
**Division Information Technology Officers**  
**School Head**  
**School ICT Coordinators**

Subject: **EXTENSION OF STUDENT ACCESS TO MICROSOFT 365 SOFTWARE**

In support of the Department of Education Digital Rise program to provide students access to ICT-assisted learning, the Office of the Undersecretary for Administration, through the Information and Communication Technology Service (ICTS), in partnership with Microsoft Philippines, extends the student access to Microsoft M365 software to include Windows 10/11 Pro Education licenses through the Student Use Benefit program.

Through this program, all DepEd students are eligible to download Windows 10/11 installers and product keys at no cost. Students can use the licenses to install/upgrade their personal devices to the latest version of the Windows operating system. To avail of this benefit, students need their DepEd M365 accounts and follow the instructions in attached APPENDIX A.

Division IT Officers and School ICT coordinators are instructed to disseminate the information and instructions through student communication channels.

For any questions and concerns, you may email Mr. Genesis Fernando at [genesis.fernando@deped.gov.ph](mailto:genesis.fernando@deped.gov.ph).

Thank you.

  
  
**ALAIN DEL B. PASCUA**  
Undersecretary



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**Office of the Undersecretary for Administration (OUA)**

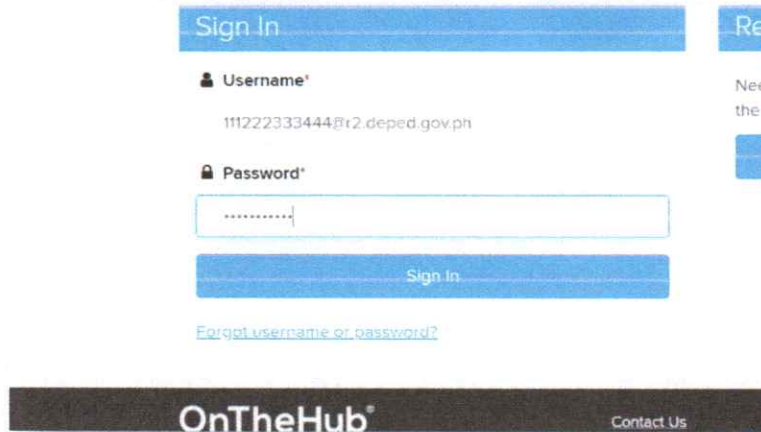
*[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]*

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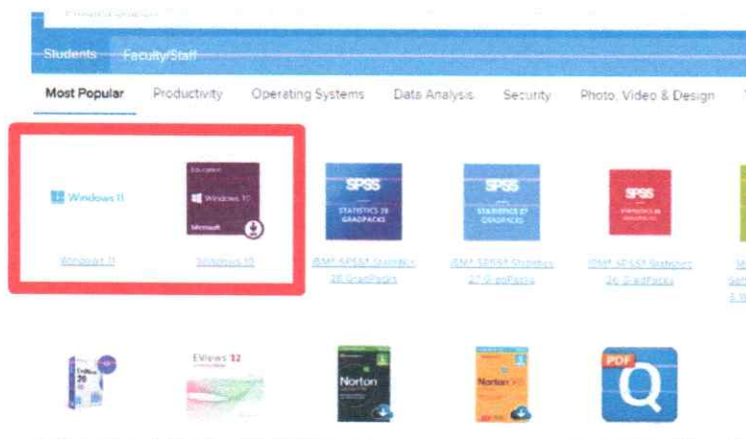
## APPENDIX A: How to download Windows 11 (Instructions for learners and teachers)

STEP 1: Hintayin ibigay ng inyong paaralan (School ICT) ang download link sa Windows 11.

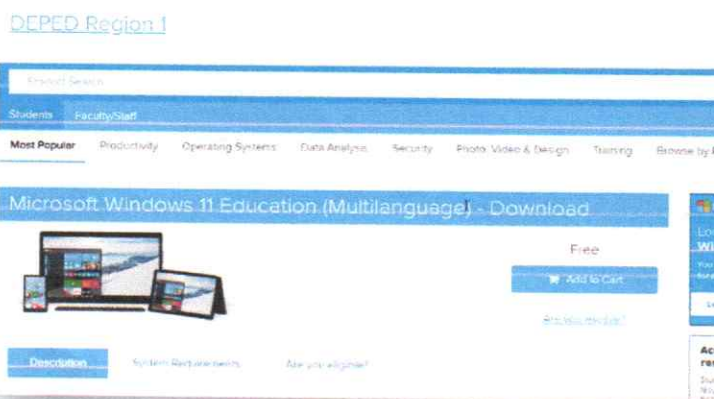
STEP 2: Mag-login gamit ang iyong DepEd Microsoft account



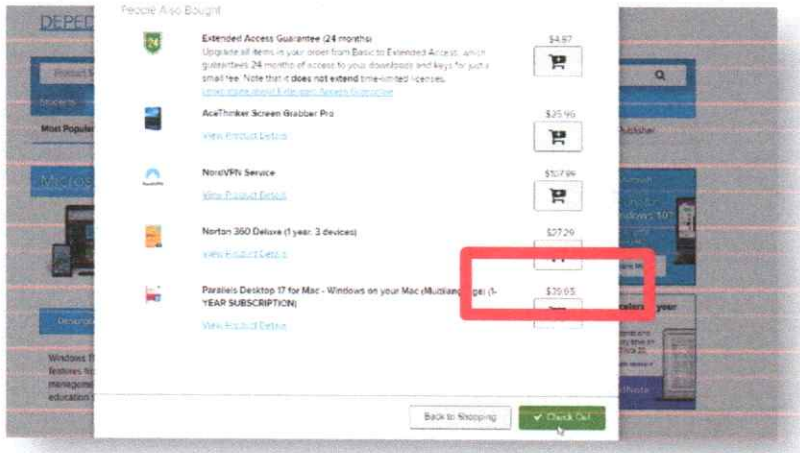
STEP 3: Piliin ang Windows 11 para i-download ito. Maaari din piliin ang Windows 10, depende sa inyong system specifications.



STEP 4: Pumunta sa check-out at magsisimula na ang download nito. Tandaan: walang kailangan bayaran sa inyong check-out. Ang pag download ng Windows 11 / Windows 10 ay LIBRE (FREE).



Kapag na-click na natin ang “Add to Cart”, scroll down at i-click ang “Check Out”.



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