



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

March 26, 2024

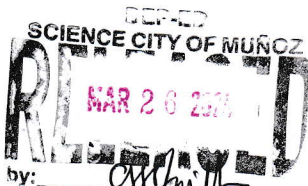
**SCHOOLS DIVISION MEMORANDUM**

No. 124, s. 2024

**DISSEMINATION OF MEMORANDUM OUA-OUT-32124-1 – RE: DEPED  
TEACHER ACCOUNT ACTIVATION POSTERS**

To : Public Elementary and Secondary School Heads  
All Others Concerned

- 1: For the information, guidance, and compliance of all concerned, enclosed is Memorandum OUA-OUT-32124-1, titled *DepEd Teacher Account Activation Posters*.
2. In this regard, all concerned are requested to download the activation posters through this link <https://aka.ms/TeacherActivationPoster>, and to print and display the said posters in conspicuous places like faculty rooms, hallways, bulletin boards or any other strategic place within the Division Office and Schools.
3. Immediate dissemination of this Memorandum is desired.



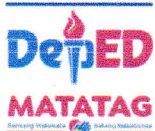
**JOHANNA N. GERVACIO PhD, CESO V**  
Schools Division Superintendent

Encl : As Stated  
Reference : OUA-OUT-32124-1

To be indicated in the Perpetual Index  
Under the following subjects:

MICROSOFT 365 ACCOUNTS  
ACTIVATION POSTERS

ITOI/ dissemination-of-memorandum-oua-out-32124-1  
002/ March 26, 2024



Address: Brgy. Rizal, Science City of Muñoz, 3119  
Telephone No.: (044) 806 -2192; Email Address: [munozone.science.city@deped.gov.ph](mailto:munozone.science.city@deped.gov.ph)



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

### MEMORANDUM

OUA-OUT-32124-1

TO : **REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
AND ALL OTHER CONCERNED**

FROM : **NOLASCO A. MEMPIN**  
Undersecretary for Administration

SUBJECT : **DEPED TEACHER ACCOUNT ACTIVATION POSTERS**

DATE : 21 March 2024

1. As part of the Department of Education's efforts to promote the adoption of Microsoft 365 among all teachers, the Information and Communication Technology Service (ICTS) will distribute posters regarding the activation and use of Microsoft 365 accounts.
2. The posters are designed to be displayed in conspicuous places like faculty rooms, hallways, bulletin boards or any other strategic place within the Division Office and Schools. It also aims to raise awareness and encourage all DepEd personnel to avail the benefits and features of Microsoft 365, such as:
  - Installing Microsoft Word, Excel, PowerPoint, and other apps on your devices (desktop, laptop, and mobile)
  - Accessing, sharing and co-authoring of files from any device and location
  - Get offline access to email and cloud storage in OneDrive
  - Managing email, calendar, and other tasks efficiently
  - Engaging in online meetings, webinars, and chat sessions
  - Leveraging the power of artificial intelligence and cloud computing
3. In this regard, we instruct all **Schools Division Offices** to display and inform schools to download the poster through this link <https://aka.ms/TeacherActivationPoster> and print the digital copy. Please see annex A for the sample of the poster
4. Further, Region MIMAROPA, VIII, and XI registered as the regions with the lowest activation and adoption response, hence listed below are the allocation who will be provided support by sending adoption posters. SDOs are free to choose which schools will receive the allocated number of adoption posters, as listed below:

Room 508, 5<sup>th</sup> Floor Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600  
Telephone No.: (02) 8638-1780; Email: usecforadministration@deped.gov.ph



DepEd Philippines



@depedphilippines



@DepEd\_PH



www.deped.gov.ph



Region	Division	Schools	Posters Allocation
Region VIII	Leyte	1354	35
MIMAROPA	Palawan	878	33
Region VIII	Western Samar	752	33
Region XI	Davao City	674	33
Region VIII	Northern Samar	641	33
MIMAROPA	Oriental Mindoro	601	33
Region VIII	Eastern Samar	484	32
Region XI	Davao De Oro	458	32
MIMAROPA	Occidental Mindoro	410	31
Region VIII	Southern Leyte	380	31
Region XI	Davao Oriental	344	27
Region XI	Davao del Norte	308	27
Region XI	Davao del Sur	302	27
MIMAROPA	Rombion	295	27
MIMAROPA	Marinduque	225	27

Region	Division	Schools	Posters Allocation
Region XI	Davao Occidental	228	27
Region VIII	Calbayog City	179	27
Region VIII	Biliran	153	27
MIMAROPA	Puerto Princesa City	145	27
Region VIII	Ormoc City	123	27
Region VIII	Baybay City	96	17
Region VIII	Tacloban City	96	17
Region XI	Panabo City	90	17
MIMAROPA	Calapan City	83	17
Region XI	Island Garden City of Samal	83	17
Region VIII	Maasin City	82	17
Region XI	Tagum City	82	17
Region XI	Mati City	81	17
Region XI	Digos City	77	17
Region VIII	Borongan City	66	17
Region VIII	Catbalogan City	64	17
<b>Total Posters</b>			<b>783</b>

- SDOs should provide the shipping details of your selected schools through this form <https://bit.ly/DepEdAdaptionPoster> by **March 25, 2024**. If shipping details are not submitted by that time, the posters will be delivered to your Schools Division Office for your immediate distribution using your own resources.
- All DepEd personnel and officials are reminded that the use of these accounts should 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.

We appreciate your support and cooperation in this endeavor. We hope that through these posters, we can reach more DepEd personnel and help them activate their Microsoft 365 accounts for their educational and professional needs.

If you have any concerns regarding your Microsoft 365 accounts, kindly contact your respective Division IT Officer.

Should you have any queries and/or concerns regarding this matter, your Office may directly contact **ICT Service**, through landline number (02)8633-7264 or email [icts.usd@deped.gov.ph](mailto:icts.usd@deped.gov.ph)

For immediate dissemination and compliance.

Thank you.

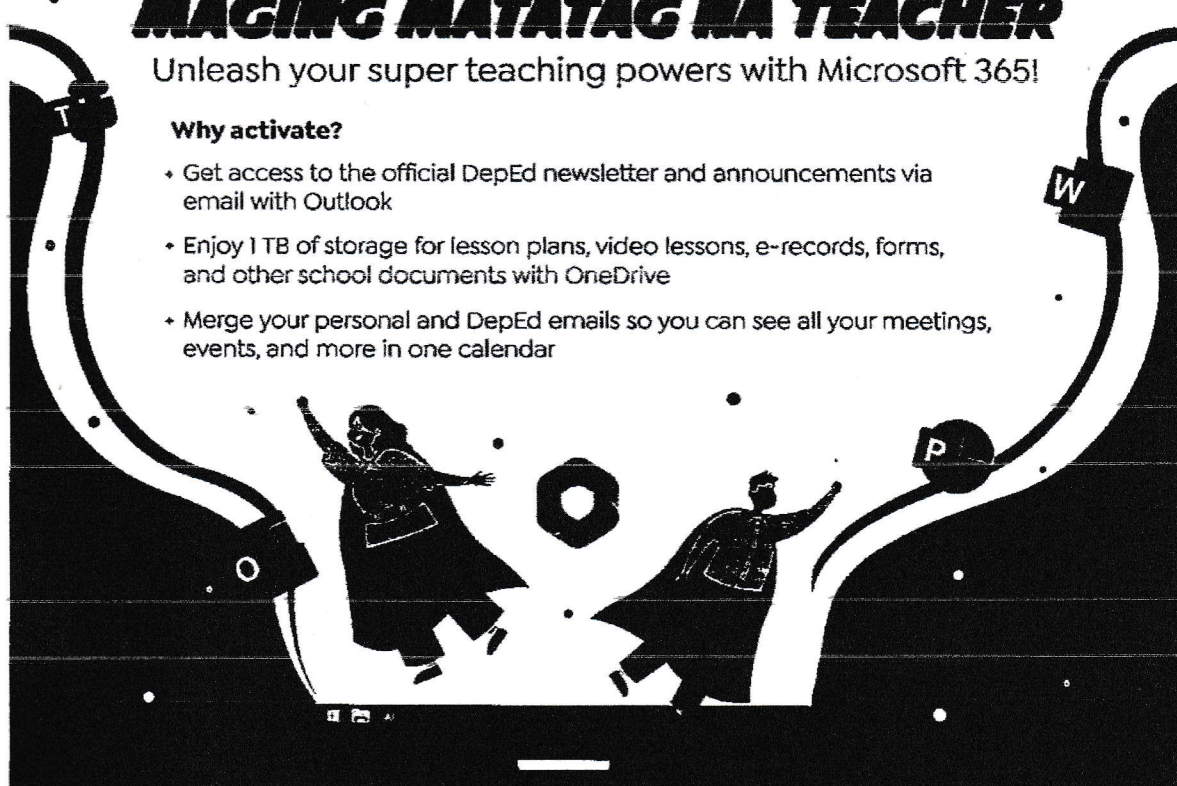


# MAGING MATATAG NA TEACHER

Unleash your super teaching powers with Microsoft 365!

## Why activate?

- Get access to the official DepEd newsletter and announcements via email with Outlook
- Enjoy 1 TB of storage for lesson plans, video lessons, e-records, forms, and other school documents with OneDrive
- Merge your personal and DepEd emails so you can see all your meetings, events, and more in one calendar



## Activate your Microsoft 365 in 3 easy steps:

1. Go to <https://portal.office.com> and click on "Sign in"
2. Enter your **DepEd email address**  
e.g. (firstname.lastname@deped.gov.ph) and click on "Next"
3. Enter your password and click on "Sign in"  
For first-time log in, you will be prompted to change your temporary password

Account Activation  
Help and Resources



Download Outlook for Mobile

