



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM 2020-03-160
DEPED MALAYBALAY CITY DIVISION
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DIVISION MEMORANDUM

No. 160, s. 2020

To: **Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary & Secondary School Heads
This Division**

From: For the Schools Division Superintendent


SUNNY RAY F. AMIT
Assistant Schools Division Superintendent †

Date: March 24, 2020

Subject: **DISTRIBUTION OF OFFICE 365 ACCOUNTS**

1. The Department of Education (DepEd) through the Information and Communications Technology Service - Solutions Development Division (ICTS-SDD) will be providing all personnel at the Regional, Division, and School Levels with Office 365 Accounts.
2. Each O365 account entitles the employee to the Office 365 Suite including but not limited to:
 - **Office Suite** - includes Word, Excel, Powerpoint and OneNote
 - **Teams** - a chat-based collaboration tool for group interaction
 - **OneDrive** - cloud file storage
 - **SharePoint** - a web-based collaborative platform that integrates with Microsoft Office
3. To aid in the distribution of the O365 accounts, all schools are required to submit their list of teaching and non-teaching personnel in soft copy (excel) on or before **March 31, 2020** through this email: ictu.malaybalay@deped.gov.ph. Enclosed is the prescribed format.
4. All employees at the division and schools must ensure the safekeeping of their respective O365 credentials. In addition, employees are prohibited from sharing their accounts to other individuals or organizations and utilizing the O365 accounts of other employees.



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Website: depedmalaybalay.net
Email Address: malaybalay.city@deped.gov.ph; depedmalaybalay@gmail.com



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5. Queries relative to this can be relayed to Paul John P. Arias, Information Technology Officer I at 09770618486.

Encl: As stated
Copy Furnished:
Records Unit

TO BE POSTED IN THE WEBSITE



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