



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

DM-2021-08-439  
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**DIVISION MEMORANDUM**

No. 439, s. 2021

To: **Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Elementary & Secondary School Heads  
School ICT Coordinators  
All Others Concerned**

From: **VICTORIA V. GAZO, PhD, CESO V**  
Schools Division Superintendent

Date: August 18, 2021

Subject: **ACTIVATION OF LEARNERS' MICROSOFT O365 ACCOUNTS**

1. Relative to the enclosed OUA Memo 00-0821-0143 re: Activation of Learners' Microsoft O365 Accounts, all School ICT Coordinators are directed to provide necessary support in the activation of learners Microsoft O365 accounts to ensure quick and efficient completion of the activation process.
2. The step by step materials are available for download through this link <https://bit.ly/O365Steps>.
3. For concerns and questions, please contact Mr. Kristian Catahan of Microsoft Philippines through [trainer.kcatahan@deped.gov.ph](mailto:trainer.kcatahan@deped.gov.ph).

Encl: As stated

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

**OUA MEMO 00-0821-0143**  
**MEMORANDUM**  
17 August 2021

**For: Regional Directors**  
**Schools Division Superintendents**  
**Regional and Division Information Officers**  
**Public School Heads**  
**School ICT Coordinators**  
**All Others Concerned**

**Subject: ACTIVATION OF LEARNERS' MICROSOFT O365 ACCOUNTS**

To help facilitate and speed up the distribution and activation of learners' Microsoft O365 accounts, the Office of the Undersecretary for Administration (OUA) releases these step by step materials for widest dissemination to learners and schools through their respective official social media accounts (**Annex A.**) The materials are also available for download through this link: <https://bit.ly/O365Steps>.

All concerned in the distribution and activation of learners' Microsoft O365 accounts are directed to provide the necessary support to ensure the quick and efficient completion of the process.

For concerns and questions regarding the learners' account activation, please contact Mr. Kristian Catahan of Microsoft Philippines through [trainer.kcatahan@deped.gov.ph](mailto:trainer.kcatahan@deped.gov.ph).

For compliance and immediate and appropriate action.

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

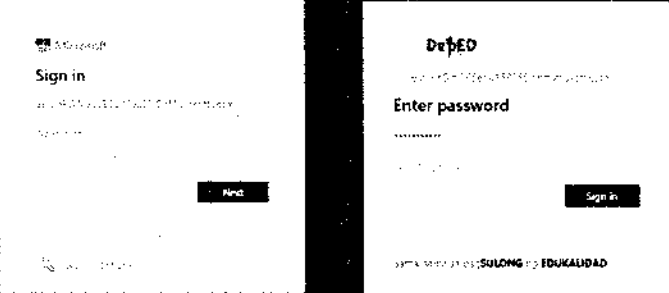
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## Annex A

### LEARNERS' MICROSOFT O365 ACCOUNT ACTIVATION STEPS

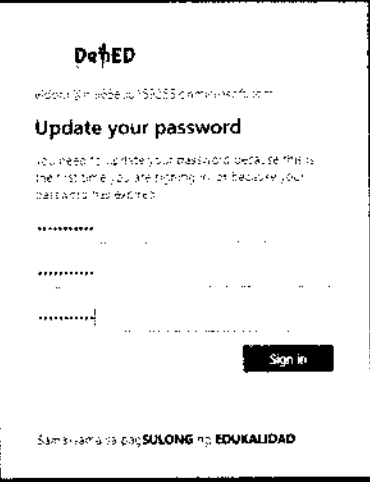
# STEP 1

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



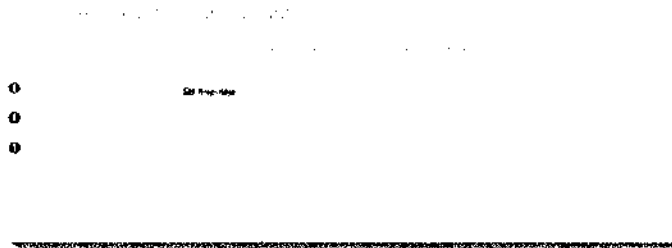
# STEP 2

Palitan ang inyong temporary password at i-confirm ito.



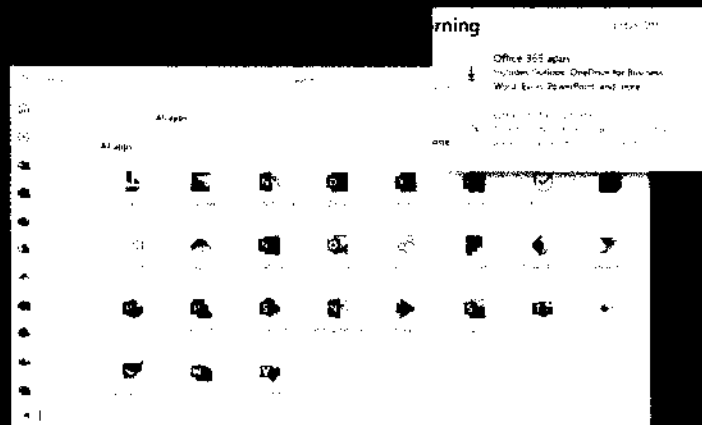
## STEP 3

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!



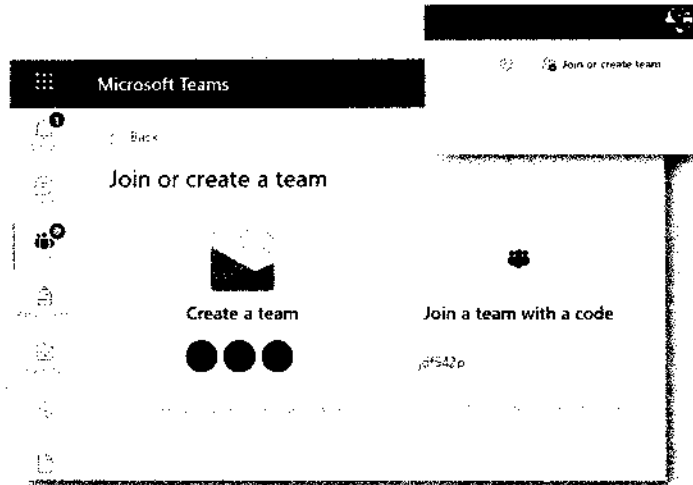
## STEP 4

Maaari na natin makuha 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 <https://www.office.com> at ilagay ang join code ng inyong paaralan upang makasali sa group.



# STEP 6

Maaari na natin i-download ang Minecraft for Education sa pamamagitan ng pag log-in sa [education.minecraft.net/get-started/download](https://education.minecraft.net/get-started/download)

