



Date: March 27, 2019

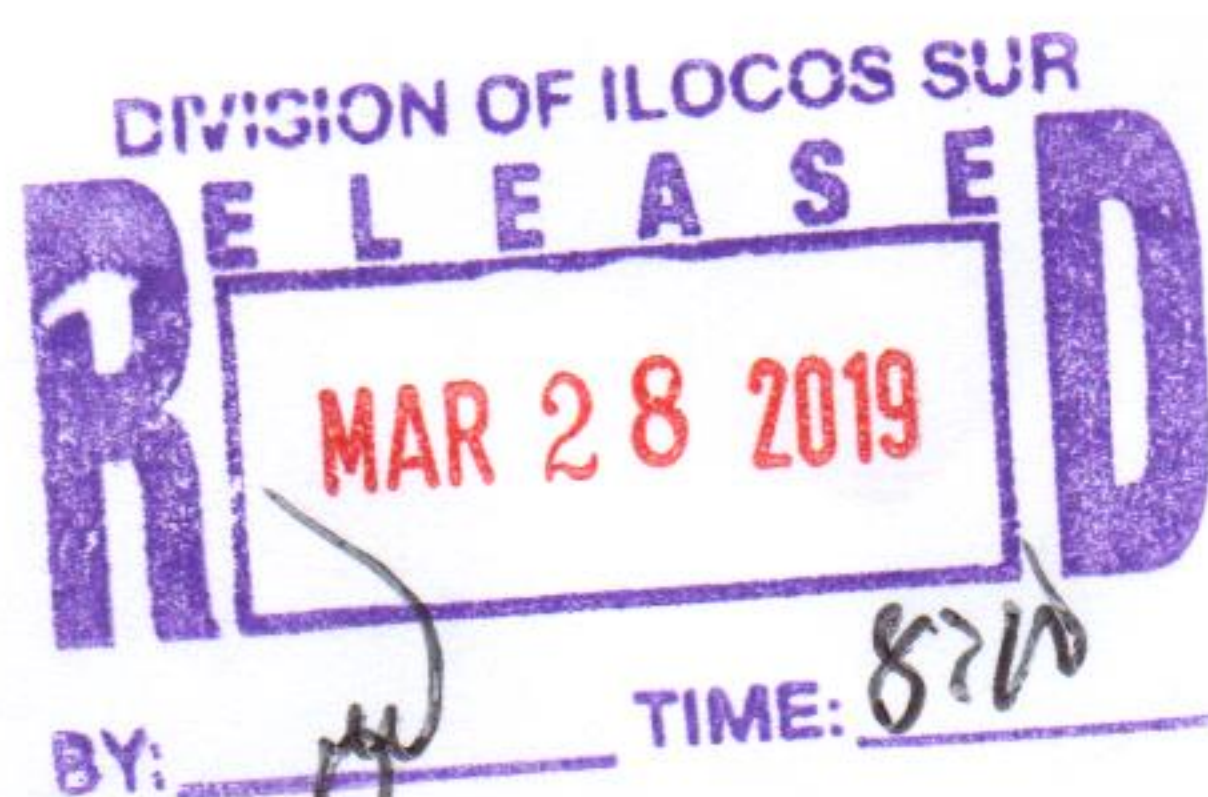
DIVISION MEMORANDUM

No. 077, s. 2019

**VALIDATION AND PROVISION OF MICROSOFT OFFICE 365 ACCOUNTS FOR
DIVISION OFFICE AND SCHOOL EMPLOYEES**

**To: OIC-ASDS
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All Others Concerned**

1. The Information and Communications Technology Service-Solution Development Division (ICTS-SDD) will be providing all personnel at the Regional, Division and School Levels with MS Office 365 Accounts.
2. Each Office 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. Relative to this, schools must submit a soft copy of the validation template. DOWNLOAD the template through this link: bit.ly/o365template.
4. SUBMIT your 0365 Validation template at bit.ly/o365UPLOADvalidatedAccounts with a file name "district_school_id-0365" (example: bantay_300555-0365).
5. For division personnel please follow this link: bit.ly/o365divisionPERSONNEL.
6. The deadline of soft copy submission will be on April 8, 2019.
7. The division will start validating 1, 000 records monthly as required by the Central Office starting April, 2019.
8. For Senior High School with probationary status must be included in the list. Just leave the part where DepEd email is required.
9. Immediate dissemination to all concerned on this matter is desired.



GEMMA Q. TACUYCUIY, CESO V
Schools Division Superintendent

To be included in the perpetual index under the following subject:
VALIDATION MICROSOFT OFFICE 365