

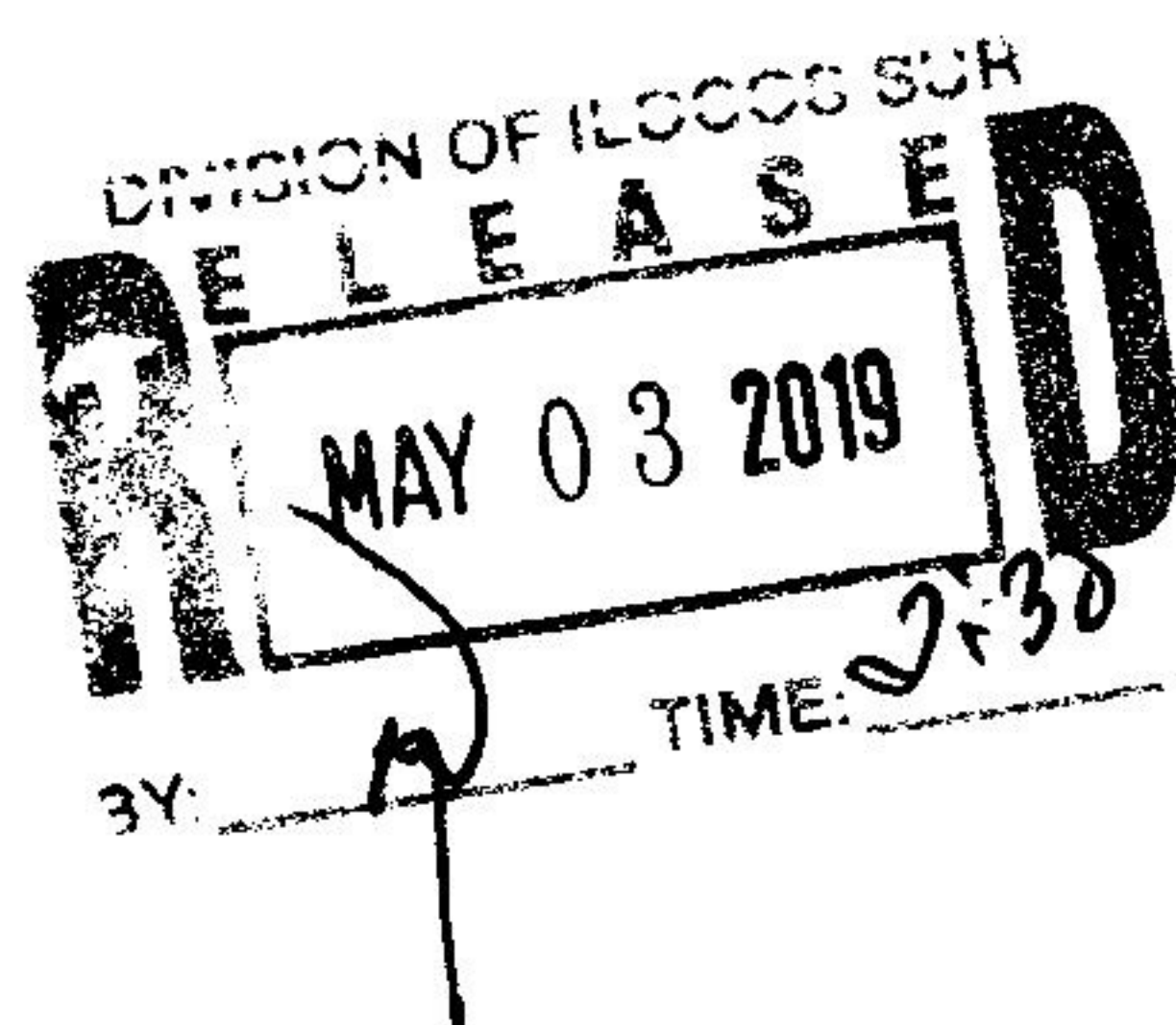
Date: May 3, 2019

**DIVISION MEMORANDUM**  
**No. 123, s. 2019**

**DISTRIBUTION OF MICROSOFT OFFICE 365 SCHOOL ACCOUNT**

**To: OIC-Asst. Schools Division Superintendent**  
**Chief Education Supervisors**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Public Elementary School Heads**  
**Public Secondary School Heads**  
**Designated School ICT Coordinators**

1. The Department of Education, through the Information and Communication Technology Service-Solutions Development Division (ICTS-SDD) is providing School Account of Microsoft Office 365 to all public schools.
2. Relative to this, School Heads and School ICT Coordinators must provide their active DepEd email account through this link <http://bit.ly/schoolaccount> on or before May 15, 2019 in order for us to provide the official account for each school.
3. This will serve as the official DepEd email account of the school. Moreover, the School Heads and the School ICT Coordinators are responsible of safekeeping the account.
4. Immediate dissemination and strict compliance of this memorandum is desired.



  
**GEMMA Q. TACUYCUY, CESO V**  
Schools Division Superintendent

To be included in the perpetual index under the following subject:  
**MS O365 SCHOOL ACCOUNT**