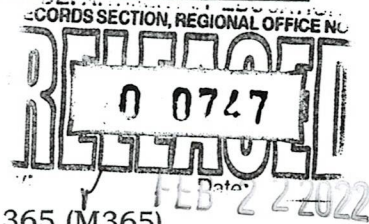




Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON

REGIONAL MEMORANDUM  
No. 446, s. 2022



**CALL TO ACTION TO EXPEDITE DISTRIBUTION OF MICROSOFT 365 (M365)  
LEARNER'S ACCOUNTS**

To: SCHOOLS DIVISION SUPERINTENDENTS  
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS  
SCHOOL ICT COORDINATORS

1. Through OUA Memorandum 00-0821-0143 entitled "Activation of Learners' Microsoft O365 Accounts," dated August 17, 2021, this Region conducted four (4) clusters of M365 awareness campaign to orient all teachers about the distribution and activation of M365 learner's accounts.

2. By 4th quarter of 2021, Windows 11 has been made available for free in the Microsoft webstore specifically for public school learners with active M365 accounts. However, a report from Microsoft Philippines shows that out of the 26,439 total login attempts made for Region 3 alone, there were only 572 successful logins and 201 successful orders of Windows 11. The reason for the 25,867 failed logins were due to the utilization of personal email accounts instead of the DepEd M365 accounts being issued to DepEd learners.

3. To minimize and prevent these failed logins, all School ICT Coordinators are enjoined to expedite distribution of M365 learners accounts through the automation template provided by Microsoft during the 4 - cluster orientation last August 24 to 27, 2021.

4. Annex A provides the 2-step instruction on how to download and fill-out the automation template.

5. Annex B provides the activation steps to gain access and utilize the MS365 learners' accounts.

6. For more information, School ICT Coordinators may get in touch with Mr. Kristian Alan Catahan via MS Teams chat, through the school tenant emails below:

trainer.kcatahan@r3-1.deped.gov.ph  
trainer.kcatahan@r3-2.deped.gov.ph

Alternatively, they can also join the Microsoft Center through the following links:

R3 - 1 tenants: <https://bit.ly/3F8ShI6>  
R3 - 2 tenants: <https://bit.ly/3qrOvVT>



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)  
Telephone Number: (045) 598-8580 to 89; Email Address: region3@deped.gov.ph





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7. For wide dissemination and compliance.

  
**MAY B. ECLAR, PhD, CESO III**  
REGIONAL DIRECTOR

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:  
  
INFORMATION TECHNOLOGY

ICTU1/ictu1  
R03\_ORD\_JCTU-MEMO-2022-00011/February 21, 2022



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**ANNEX A**

**2 – STEP INSTRUCTION ON HOW TO DOWNLOAD AND ACCOMPLISH THE AUTOMATION TEMPLATE**

**STEP 1: School ICT downloads and fills up automation template**

School ID	Email	Password	First Name	Last Name	Learner Reference	Grade	PersonalEmail	Mobile	JoinCode
123456	s123456789@r1.dep	SamplePass	Jose	Rizal	123456789012	12	joserizal@gmail.com	09191234567	SAMPLE
123456	s555556666@r1.dep	SamplePass	Andres	Bonifacio	121212121212	12		09201234567	
123456	s2233442233@r1.dep	SamplePass	Juan	Luna	987654321321	12	luna.juan@yahoo.com		
123456	s6655443322@r1.dep	SamplePass	Emilio	Aguinaldo	88888887777	12			

- Download Link: <https://aka.ms/DepEdM365AccountListTemplate> (Click File. Click Save As. Click Download a Copy.)
- Copy & Paste column A-G from your original account spreadsheet.
- Enter PersonalEmail and/or Mobile (if available), and a JoinCode.
- IMPORTANT:** make sure to include a personal email and / or a mobile number to automate.

PersonalEmail	Mobile	JoinCode
joserizal@gmail.com	09191234567	SAMPLE
	09201234567	
luna.juan@yahoo.com		

**STEP 2: School ICT uploads accomplished sheet on the form**

- Upload Link: <https://aka.ms/DepEdM365AccountListSubmission>
- \*\*USE YOUR DEPED EMAIL ACCOUNT\*\*** (ex. 543210@deped.gov.ph)
- Write your school's name
- Click "Submit"

**DepED M365 Student Accounts Distribution**

This form enables DepEd Division IT Officers to submit M365 student accounts for automated distribution via email and/or mobile. Please use the correct Excel spreadsheet template from <links>.

Hi System, when you submit this form, the owner will be able to see your name and email address.

\* Required

1. Please select your regional tenant \*

Region02

2. Submit account list. Please use the correct Excel spreadsheet template from <links>.  
(Optional: you may attach a question.) \*

Upload file

File number limit: 1. To get the file link: 10MB. Allowed file types: Word Doc, PDF, PPT, Image, Video, Audio

3. (Optional) Notes about the account list

Insa Rizal Elementary School

Submit







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**ANNEX B**

**M365 ACCOUNTS ACTIVATION STEPS**

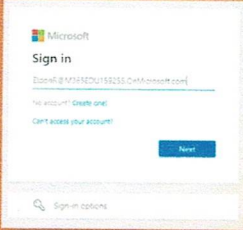


**Gamitin sa unang  
pagkakataon ang iyong  
Microsoft 365 account!**




**STEP 1**

Hintayin na ibigay ng inyong paaralan ang iyong Microsoft 365 account. Sa iyong pagtanggap, pumunta sa [office.com](https://office.com) at mag log-in gamit ang inyong username at password.



Microsoft  
Sign in  
Email, phone, or Skype ID (e.g., name@contoso.com)  
No account? Create one!  
Can't access your account?  
Next



DepED  
Email: m365edu158255@contoso.com  
Enter password  
Forgot my password  
Sign in  
Sama-sama sa pagSULONG ng EDUKALIDAD







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## STEP 2

Palitan ang iyong 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!



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**Telephone Number:** (045) 598-8580 to 89; **Email Address:** region3@deped.gov.ph

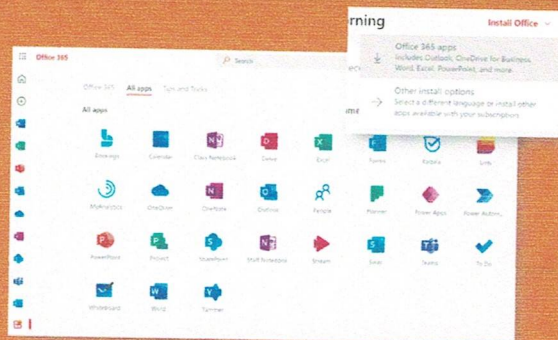




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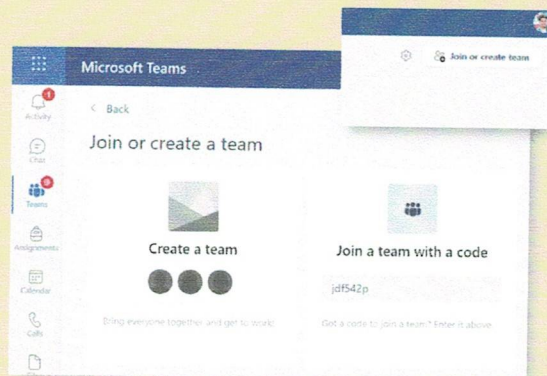
## STEP 4

Maaari na natin makuha ang Microsoft 365 apps tulad ng Word, Excel, PowerPoint, at Teams gamit ang iyong account! Pumunta sa [office.com](https://office.com) at i-click ang "Install Office" upang simulan ang pag-download.



## STEP 5

Mag log-in sa [teams.microsoft.com](https://teams.microsoft.com) at ilagay ang join code ng inyong paaralan upang makasali sa group.



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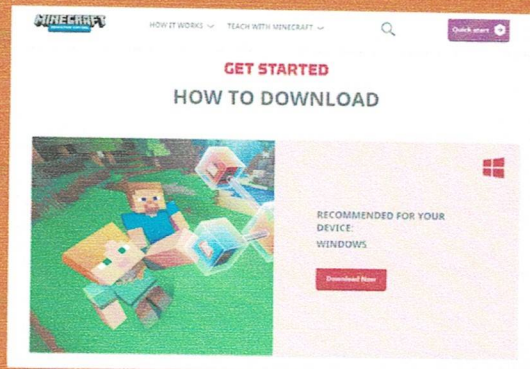




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## STEP 6

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)



### ADDITIONAL RESOURCES

Live Events (For School ICT Coordinators):

- Cluster 1 - <https://bit.ly/3BISq4j>
- Cluster 2 - <https://bit.ly/34O96LT>
- Cluster 3 - <https://bit.ly/3ByKbrz>
- Cluster 4 - <https://bit.ly/3H6sIrm>

'How to' clips (For Teachers):

- How to download MS Teams: <https://aka.ms/DownloadMSTeams>
- How to download MS office: <https://aka.ms/DownloadMSOffice>
- How to download Minecraft: <https://aka.ms/DownloadMinecraft>
- How to use OneDrive: <https://aka.ms/GetOneDriveStorage>



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