



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN


DIVISION MEMORANDUM
No. 105, s. 2020

MAR 13 2020

PROVISION OF MICROSOFT OFFICE 365 ACCOUNTS - BATCH 1

To: Asst. Schools Division Superintendent
Chiefs of Division
Education Program Supervisors
Public Schools District Supervisors
Public Elementary, Junior and Senior High School Principals
School ICT Coordinators
All Others Concerned

1. This Office informs all concerned on the provision and distribution of Microsoft Office 365 (O365) licenses – Batch 1 from DepED ICTS for DepED personnel for productivity and collaboration.
2. O365 subscription licenses are issued by the government for all permanent personnel (teaching and non-teaching) and are exclusive for DepED use only.
3. For the security of subscription licenses, School Principals are required to submit a request letter indicating the endorsed School ICT Coordinator with valid DepED Email account to the Division Information Technology Officer, subject to approval by Schools Division Superintendent.
4. The School ICT Coordinator shall manage the distribution, control and accountability of the O365 subscription licenses and submit status report to Division Information Technology Officer.
5. Strict enforcement of RA 1075 - Cybercrime Prevention Act of 2012 for software piracy prevention. O365 subscription licenses should not be used, copy or replicated outside the Department for personal gain.
6. For proper guidance and strict compliance.


ROMEO ALIP, PhD, CESO V
Schools Division Superintendent

IT 1/rma
March 12, 2020



“WE MOULD HEROES”

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