



Republic of the Philippines
Department of Education
Region V – Bicol

PANGGAPANG PANSANGAY NG CATANDUANES

February 20, 2025

DepEd - Division of Catanduanes
RECORDS SECTION
RELEASED
BY: CSA No: 158
DATE: 18 FEB 2025 TIME: 9:21

DIVISION MEMORANDUM
No. 158 s. 2025

**USER GUIDE FOR ADOBE PACKAGE INSTALLATION AND LICENSE
ACTIVATION IN DepEd COMPUTERIZATION PROGRAM(DCP)
ELECTRONIC CART(ELC) PACKAGE**

To : SDO Chiefs & Staff
Education Program Supervisors
Public Schools District Supervisors
School Heads
District/School ICT Coordinators Concerned
All Others Concerned

1. The Department of Education (DepEd), through the Information and Communications Technology Service (ICTS) aims to provide appropriate, quality and equitable technologies to enhance teaching and learning. With this, DepEd is distributing Adobe Creative Cloud licenses for 2022-2024 DCP eLearning Cart Packages. The Adobe Creative Cloud licenses include the following applications: Photoshop, Illustrator, Acrobat, Premiere Pro, InDesign, Audition and After Effects.

2. In relation to this, the designated School ICT Coordinators 1 (JHS & SHS) and School ICT Coordinators 1 of Baldoc IS, Viga CES & Bato CES shall ensure that all laptops under FY 2022, 2023 & 2024 DCP eLearning Cart(eLC) Packages in their respective schools are installed with the Adobe Creative Cloud license on or before March 25, 2025. The installer for the Adobe Creative Cloud license can be accessed through this link: https://bit.ly/Adobe_Installer. Designated School ICT Coordinators 1 (JHS & SHS) and School ICT Coordinators 1 of Baldoc IS, Viga CES & Bato CES will be the one responsible for the installation of the Adobe Creative Cloud license to the identified DCP eLC provided to their schools.

3. All the designated School ICT Coordinators 1 (JHS & SHS) and School ICT Coordinators 1 of Baldoc IS, Viga CES & Bato CES are required to submit an installation report signed by the School Head and Division ITO for monitoring purposes until **March 25, 2025**.

4. Enclosed are the following for reference:
- A. Template for the Adobe Creative Cloud License Installation Report;
 - B. Installation Guide; and
 - C. Recipient schools of DCP eLC FY 2022, 2023 & 2024.



San Roque, Virac, Catanduanes
052-8114063
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



Republic of the Philippines
Department of Education
Region V – Bicol

TANGGAPANG PANSANGAY NG CATANDUANES

5. Further, all concerned school ICT Coordinators are encouraged to attend the online Kamustahan this **Friday (February 21, 2025) from 3:30PM to 4:30PM** via MS Teams (SDO CTD-ICT Coordinators) of District/School ICT Coordinators with the Division ITO to provide technical assistance in the installation of said license.
6. For concerns or issues during installation, you may report online via MS Teams (SDO CTD-ICT Coordinators). The online monitoring and updates related to Adobe Creative Cloud license will be posted in the MS Teams MS Teams (SDO CTD-ICT Coordinators).
7. For information, dissemination and strict compliance.

By Authority of the OIC-Office of the Schools Division Superintendent:

DELFIN A. BONDAD PhD
OIC-Asst. Schools Division Superintendent
Officer-In-Charge

Encls: As stated
To be indicated in the Perpetual Index
Under the following subjects:
Adobe Creative Cloud license

OSDS/ICT/JBM
02/20/2025



San Roque, Virac, Catanduanes
052-8114063
catanduanes@deped.gov.ph
www.depedreecatanduanes.com / www.catanduanes.deped.gov.ph



Republic of the Philippines
Department of Education
Region V – Bicol

TANGGAPANG PANSANGAY NG CATANDUANES

Enclosure A to DM No. 158 s. 2025

(School Heading)

ADOBE CREATIVE CLOUD LICENSE INSTALLATION REPORT

School ID	School Name	Number of DCP eLC Laptops in School	Number of DCP eLC Laptops with installed Adobe Creative Cloud license
FY 2022			
FY 2023			
FY 2024			

(Note: for submission at the ICT Unit on March 25, 2025)

Prepared by:

Checked by:

School ICT Coordinator 1

School Head

NOTED:

JENNIFER B. METICA
Information Technology Officer-I

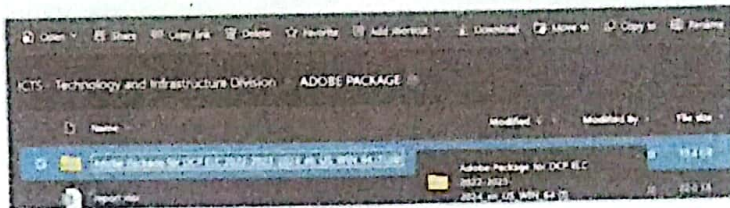


San Roque, Virao, Catanduanes
052-8114063
catanduanes@deped.gov.ph
www.depedreecatanduanes.com / www.catanduanes.deped.gov.ph

Enclosure B to DM NO. 158 S. 2025

Installation Guide

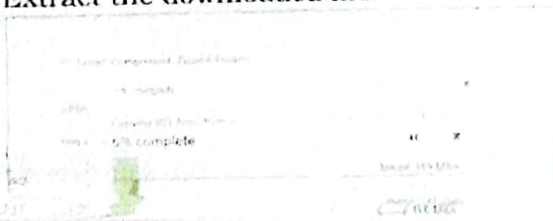
1. Uninstall all existing Adobe products from the laptop under Electronic Learning Cart (ELC) package as this may cause installation errors.
2. Internet access is required to;
 - Login to your Microsoft Account.
 - Go to https://bit.ly/adobe_installer_and_report_template



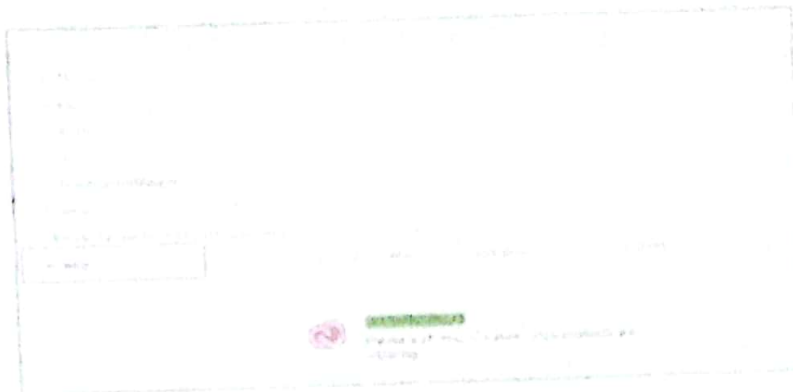
- Download the installer (19.4GB).



3. Extract the downloaded file.



4. Double-click the **setup.exe** file to run the installer.



5. The license will be automatically activated upon installation.



Republic of the Philippines
 Department of Education
 Region V - Bicol

TANGGAPANG PANSANGAY NG CATANDUANES

Enclosure C to DM No. 158, s. 2025

RECIPIENT SCHOOLS FOR E-LEARNING (LMS) - ELEMENSARY							
No.	School	E-learning List		E-learning List		No. of LMS Package	
		2024	Year Level	2023	Year Level		
1	Alcala ES	1	1st	1	1st	1	
2	Alcala ES	1	1st	1	1st	1	
3	Alcala ES	1	1st	1	1st	1	
4	Alcala ES	1	1st	1	1st	1	
5	Alcala ES	1	1st	1	1st	1	
6	Alcala ES	1	1st	1	1st	1	
7	Alcala ES	1	1st	1	1st	1	
8	Alcala ES	1	1st	1	1st	1	
9	Alcala ES	1	1st	1	1st	1	
10	Alcala ES	1	1st	1	1st	1	
11	Alcala ES	1	1st	1	1st	1	
12	Alcala ES	1	1st	1	1st	1	
13	Alcala ES	1	1st	1	1st	1	
14	Alcala ES	1	1st	1	1st	1	
15	Alcala ES	1	1st	1	1st	1	
16	Alcala ES	1	1st	1	1st	1	
17	Alcala ES	1	1st	1	1st	1	
18	Alcala ES	1	1st	1	1st	1	
19	Alcala ES	1	1st	1	1st	1	
20	Alcala ES	1	1st	1	1st	1	
21	Alcala ES	1	1st	1	1st	1	
22	Alcala ES	1	1st	1	1st	1	
23	Alcala ES	1	1st	1	1st	1	
24	Alcala ES	1	1st	1	1st	1	
25	Alcala ES	1	1st	1	1st	1	
26	Alcala ES	1	1st	1	1st	1	
27	Alcala ES	1	1st	1	1st	1	
28	Alcala ES	1	1st	1	1st	1	
29	Alcala ES	1	1st	1	1st	1	
30	Alcala ES	1	1st	1	1st	1	
31	Alcala ES	1	1st	1	1st	1	
32	Alcala ES	1	1st	1	1st	1	
33	Alcala ES	1	1st	1	1st	1	
34	Alcala ES	1	1st	1	1st	1	
35	Alcala ES	1	1st	1	1st	1	
36	Alcala ES	1	1st	1	1st	1	
37	Alcala ES	1	1st	1	1st	1	
38	Alcala ES	1	1st	1	1st	1	
39	Alcala ES	1	1st	1	1st	1	
40	Alcala ES	1	1st	1	1st	1	
41	Alcala ES	1	1st	1	1st	1	
42	Alcala ES	1	1st	1	1st	1	
43	Alcala ES	1	1st	1	1st	1	
44	Alcala ES	1	1st	1	1st	1	
45	Alcala ES	1	1st	1	1st	1	
46	Alcala ES	1	1st	1	1st	1	
47	Alcala ES	1	1st	1	1st	1	
48	Alcala ES	1	1st	1	1st	1	
49	Alcala ES	1	1st	1	1st	1	
50	Alcala ES	1	1st	1	1st	1	
51	Alcala ES	1	1st	1	1st	1	
52	Alcala ES	1	1st	1	1st	1	
53	Alcala ES	1	1st	1	1st	1	
54	Alcala ES	1	1st	1	1st	1	
55	Alcala ES	1	1st	1	1st	1	
56	Alcala ES	1	1st	1	1st	1	
57	Alcala ES	1	1st	1	1st	1	
58	Alcala ES	1	1st	1	1st	1	
59	Alcala ES	1	1st	1	1st	1	
60	Alcala ES	1	1st	1	1st	1	
TOTAL		12		23		27	60
ALLOCATED E-LEARNING (LMS) - ELEMENTARY							
	E-LEARNING	1					1
	PACKAGES			1			1
	LIST			1			1
GRAND TOTAL		11		25		27	63



San Roque, Virac, Catanduanes
 053-514043
 catanduanes@deped.gov.ph
 www.deped.gov.ph/canduanes / www.catanduanes.deped.gov.ph