



Republic of the Philippines
Department of Education
Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



December 16, 2021

DIVISION MEMORANDUM
OSDS-ICTU-DM- 568

EXTENSION O STUDENT ACCESS TO MICROSOFT 365 SOFTWARE

TO: Assistant Schools Division Superintendent
SDO Chiefs, Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
School Heads
District/School ICT Coordinators
Teachers
All others concerned

1. Please be informed of the attached OUA Memo 00-1221-0020 dated December 3, 2021 entitled “**Extension of Student Access to Microsoft 365 Software**” about extension of the student access to Microsoft 365 software to include Windows 10/11 Pro Education licenses through the Student Use Benefit program through the ICTS-EdTech Unit, in partnership with Microsoft Philippines. Detailed information of program, instructions to avail of this benefit and other details are indicated on the said OUA memo for your reference.
2. For queries, Technical Assistance and additional information, please contact the ICT Unit Office (CP#09291383262) or email at ictunit.ctd@deped.gov.ph.
3. For information, guidance and compliance.

SUSAN S. COLLANO

Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-1221-0020
MEMORANDUM
03 December 2021

For: **Regional Directors**
Schools Division Superintendents
Regional Information Technology Officers
Division Information Technology Officers
School Head
School ICT Coordinators

Subject: **EXTENSION OF STUDENT ACCESS TO MICROSOFT 365 SOFTWARE**

In support of the Department of Education Digital Rise program to provide students access to ICT-assisted learning, the Office of the Undersecretary for Administration, through the Information and Communication Technology Service (ICTS), in partnership with Microsoft Philippines, extends the student access to Microsoft M365 software to include Windows 10/11 Pro Education licenses through the Student Use Benefit program.

Through this program, all DepEd students are eligible to download Windows 10/11 installers and product keys at no cost. Students can use the licenses to install/upgrade their personal devices to the latest version of the Windows operating system. To avail of this benefit, students need their DepEd M365 accounts and follow the instructions in attached APPENDIX A.

Division IT Officers and School ICT coordinators are instructed to disseminate the information and instructions through student communication channels.

For any questions and concerns, you may email Mr. Genesis Fernando at genesis.fernando@deped.gov.ph.

Thank you.


ALAIN DEL B. PASCUA
Undersecretary



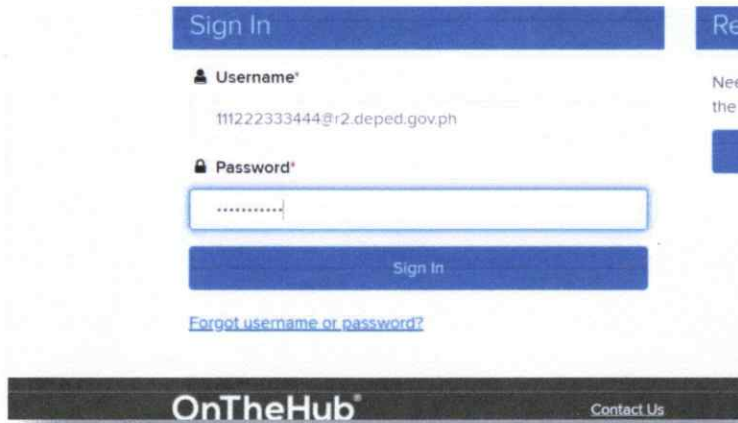
Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

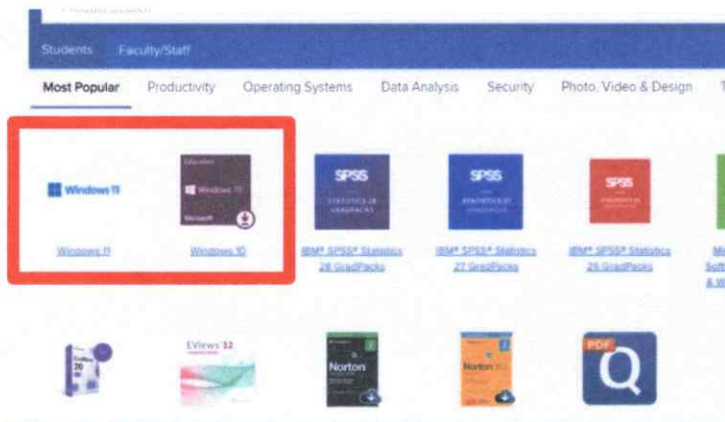
APPENDIX A: How to download Windows 11 (Instructions for learners and teachers)

STEP 1: Hintayin ibigay ng inyong paaralan (School ICT) ang download link sa Windows 11.

STEP 2: Mag-login gamit ang inyong DepEd Microsoft account



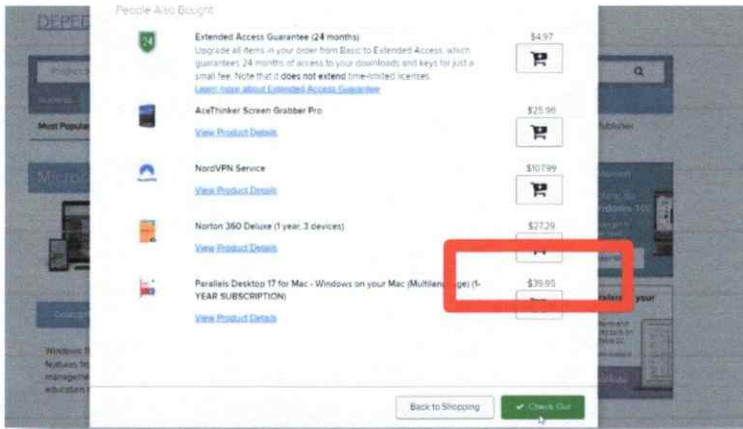
STEP 3: Piliin ang Windows 11 para i-download ito. Maaari din piliin ang Windows 10, depende sa inyong system specifications.



STEP 4: Pumunta sa check-out at magsisimula na ang download nito. Tandaan: walang kailangan bayaran sa inyong check-out. Ang pag download ng Windows 11 / Windows 10 ay LIBRE (FREE).



Kapag na-click na natin ang “Add to Cart”, scroll down at i-click ang “Check Out”.



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