



Republic of the Philippines
Department of Education
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES



Office of the Schools Division Superintendent

04 October 2023

DIVISION MEMORANDUM
No. 410 s. 2023

**ADDENDUM AND CORRIGENDUM TO THE DIVISION MEMORANDUM NUMBER
402, s. 2023 (REITERATION OF THE ADOPTION OF MS 365)**

To : Assistant Schools Division Superintendent
SDO Chiefs, Section/Unit Heads
Public Schools District Supervisors
Public Elementary and Secondary Schools Heads
District/School ICT Coordinators
All Others Concerned

1. As part of the technical assistance from the OSDS-Information and Communication Technology Unit Office about the adoption of MS 365 accounts provided to DepEd personnel, especially now that DepEd personnel are no longer receiving email in Gmail and encountering some technical issues in accessing the different google workspace(GDrive, GSheet, GDocs, GSlides, etc.) starting last October 1, 2023, the following are the suggested options to help resolve these issues;

a. Accomplish the following online request forms:

For Creation - <https://tinyurl.com/MS365ReqCreate>

For Reset: <https://tinyurl.com/MS365ReqReset>

For Updating/Rename - <https://tinyurl.com/MS365ReqRename>

For Deletion - <https://tinyurl.com/MS365ReqDelete>

b. Scan the QR Code (Enclosure 1)

c. Letter Request Template (Enclosure 2) and send via email at ictunit.ctd@deped.gov.ph

2. For queries, you may visit and/or contact us at the ICTU Office or via email at ictunit.ctd@deped.gov.ph.

3. For your guidance and information.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

OSDS-ICTU/jbm
10/05/2023



San Roque, Virao, Catanduanes

052-8114063

catanduanes@deped.gov.ph

www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



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Enclosure 1

QR CODE FOR MS 365 REQUEST



For Creation



For Deletion



For Reset



For Updating/Rename



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Enclosure 2

**Letter Request Template
 (SCHOOL HEADING)**

Date: _____

SOCORRO V. DELA ROSA, CESO V
 Schools Division Superintendent
 DepEd-SDO Catanduanes

Thru: JENNIFER B. METICA
 Information Technology Officer-I

Madam:

May the undersigned respectfully request the following action/s related to my personal DepEd Email Account (MS 365 Account): (Please check) **Create** **Reset** **Rename** **Delete** indicated in the school Google Sheet in coordination with our designated School ICT Coordinator.

School ID: _____ School Name: _____

FULL NAME (First Name, Middle Initial, Last Name)	EMPLOYEE NUMBER	CP Number	DATE OF ORIGINAL APPOINTMENT	Plantilla Position (pls write in full)

I promise that I will use my Microsoft 365 accounts regularly in all my work-related transactions only and to avoid deactivation of said account. Thank you!

Very truly yours,

Signature over Printed Name of the Owner of the Account

APPROVED:

SOCORRO V. DELA ROSA, CESO V
 Schools Division Superintendent



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