



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF CEBU PROVINCE

Office of the Schools Division Superintendent

September 17, 2020

DIVISION MEMORANDUM

No. 204 , s. 2020

DATA GATHERING ON PREFERRED MOBILE INTERNET NETWORK PROVIDER

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. This office disseminates the Regional Memorandum no. 450, s. 2020 dated September 17, 2020 and OUA MEMO 00-0920-0124 dated September 15, 2020 entitled **Data Gathering on Preferred Mobile Internet Network Provider**.
2. All teaching and non-teaching personnel are tasked to register and update their information in DepEd Commons in accordance with OUA-Memo 00-0820-0083.
3. Attached is the said memorandum and DepEd Commons Account Activation Guide for your reference.
4. Deadline of registration will be on September 21, 2020 at 12 noon. **Only those who have registered and activated their accounts will be qualified as beneficiaries of the connectivity and communication expense.**
5. Immediate and wide dissemination of this Memorandum is directed.

MARILYN S. ANDALES, EdD, CESO V
Schools Division Superintendent



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Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS

Office of the Regional Director

SEP 17 2020

REGIONAL MEMORANDUM

No. **0450**, s. 2020

DATA GATHERING ON PREFERRED MOBILE INTERNET NETWORK PROVIDER

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

1. This is to disseminate OUA Memo No. 00-0920-0124 dated September 15, 2020, "Data Gathering on Preferred Mobile Internet Network Provider".
2. Also attached is the guide on how to activate your DepEd Commons Account.
3. Immediate and wide dissemination of this memorandum is desired.

SALUSTIANO T. JIMENEZ, JD, EdD, CESO V
Director III
OIC-Regional Director

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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0920-0124

MEMORANDUM

15 September 2020

For: **Regional and Division Offices
Schools and Learning Centers**

Subject: **DATA GATHERING ON PREFERRED
MOBILE INTERNET NETWORK PROVIDER**

The Department of Education is preparing for **the provision for monthly connectivity and communications expense** from the major telecommunications companies for employees across the Department.

In order to qualify for the provision for connectivity and communications expense and to determine the appropriate quantities, **all regional, division and school employees (teaching and non-teaching) are tasked to register and update their information in DepEd Commons** in accordance with OUA Memo 00-0820-0083 by:

1. Logging in to your respective deped.gov.ph email
2. Confirming the DepEd Commons Account Activation
3. Updating all the information including your mobile number, current mobile service provider, and preferred mobile service provider, which are required fields
4. Clicking submit.

Attached herewith is Annex A: DepEd Commons Account Activation Guide. **Deadline of registration will be on 21 September 2020** at 12:00 noon. **Only those who have registered and activated their accounts will be qualified** as beneficiaries of the connectivity and communications expense

For queries regarding DepEd Commons account activation, contact commons.helpdesk@deped.gov.ph. For queries regarding DepEd email address issuance, contact your respective Information Technology Officers (for School, DO and RO personnel) and support.accounts@deped.gov.ph (for CO Personnel).

For immediate and appropriate action.

ALAIN DEL B. PASCUA
Undersecretary



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Office of the Undersecretary for Administration (OUA)

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

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ANNEX A: DEPED COMMONS ACCOUNT ACTIVATION WORKFLOW

1. Access your DepEd email and check inbox for an email with subject **“Your DepEd Commons account is created and needs to be activated!”** as shown in **Fig. 1** below.

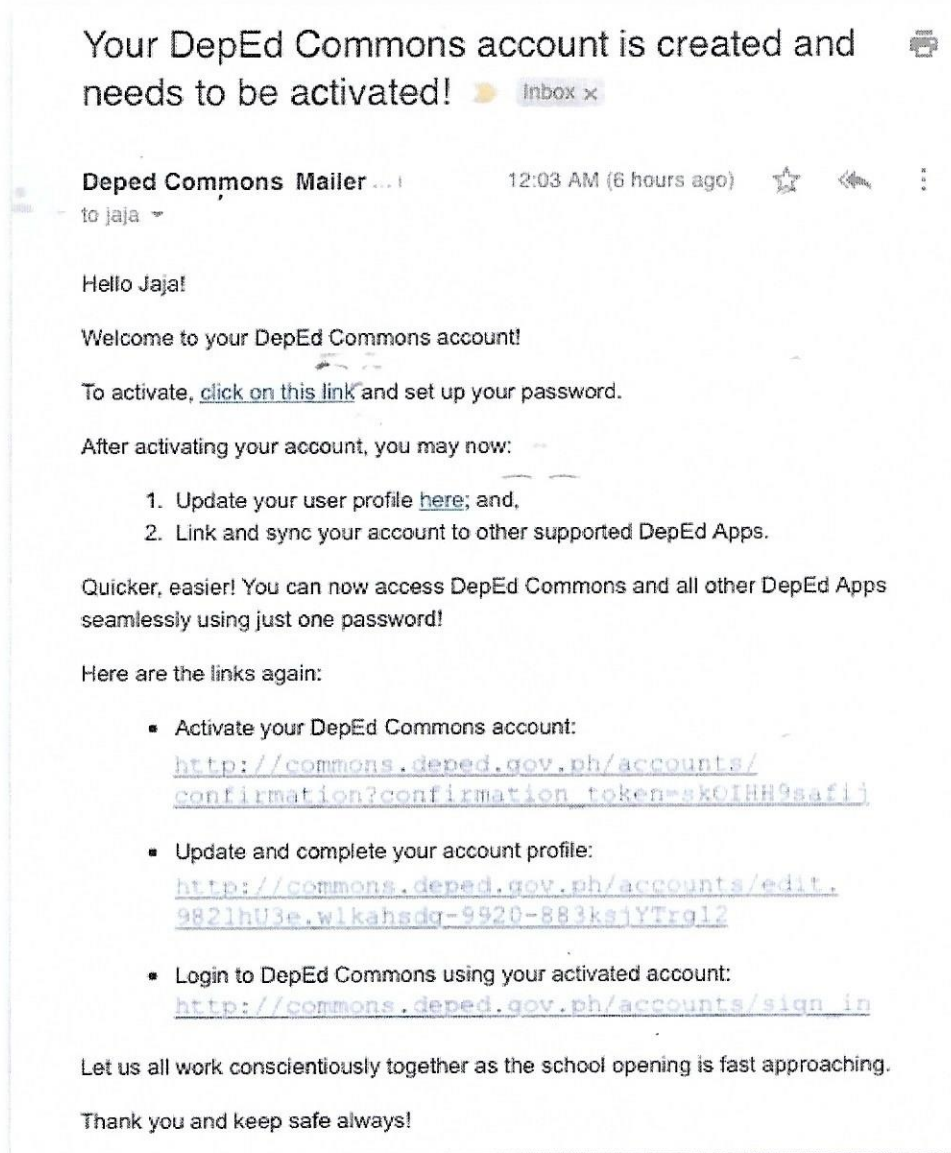


Fig. 1: System sends auto-generated email to a properly migrated user account. If the pre-registered email is unique, active, and working, user receives a similar email as above.

2. For security, ensure that the email was sent from **“DepEd Commons Mailer <deped-commons@mg.deped.gov.ph>”**



3. Click the appropriate link to activate your DepEd Commons account. You will be redirected to a page to set up your new password and confirm it. Click “Change my password” to save your updated password as shown in **Fig. 2**. After confirming changes, you will be automatically logged in to your DepEd Commons portal.

4. Once logged in, access your profile page. This can be done by:

- (a) going back to the activation email and clicking the “Update and complete your account profile” link, OR,
- (b) on the DepEd Commons account menu, click the user link as shown in **Fig. 3**.

5. Review and update your profile page ensuring that all information are current. When updating, take note of the following options (see **Fig. 4**):

- (a) Select if main and current designation is either a Teaching or a Non-teaching position.
- (b) Under **School** selection and if not assigned to a specific school, select “click here” to toggle on selecting only the geographic unit where you are assigned.
- (c) When done, click “Update”.

6. To access or log back in to DepEd Commons using activated account, go to https://commons.deped.gov.ph/accounts/sign_in.

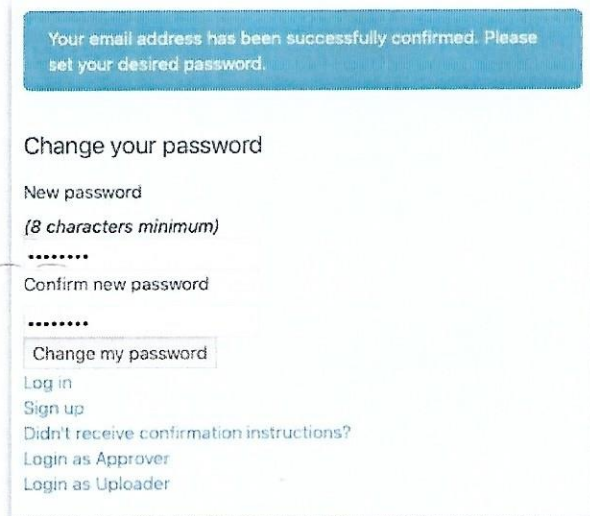


Fig. 2: Activation page displays alert that “Your email address has been successfully confirmed.” Setting up a password fully activates account.

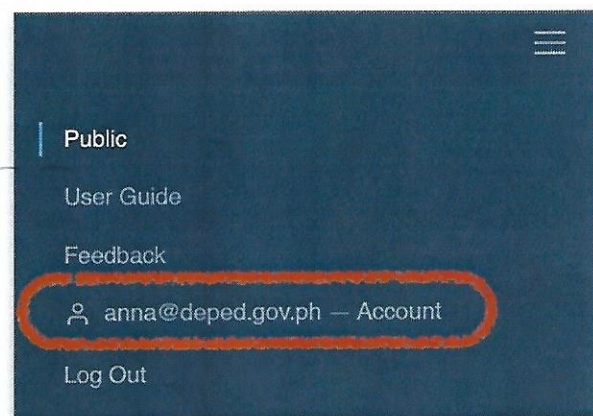


Fig. 3: From the DepEd Commons menu, clicking the user account link directs to the update profile page, too.



Personal Details

I am: ☒ Teaching ● *Select appropriate position category*
☐ Non-teaching

First name
Anna

Middle name
Mairiam

Last name
Salas

Mobile number
09998884321 ● *Fill-out or update contact number*

Designation
Teacher III

School
Mamerto C. Bernardo Memorial Ce... ● *Select appropriate unit or geographic assignment*
Not assigned to school? [Click here.](#)

Login Credentials ● *Leave this section blank unless doing a password update or reset*

Password (leave blank if you don't want to change it; 8 characters minimum)

Password confirmation

Current password (we need your current password to confirm your changes)

Fig. 4: The Update User Profile page.

