



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

**Office of the Schools Division
Superintendent**

February 22, 2023

DIVISION MEMORANDUM
No. **045**, s. 2023

3-DAY TRAINING/WORKSHOP ON MICROSOFT 365 ADOPTION

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Section/Unit Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with DepEd Memorandum from the Office of the Undersecretary for Administration Kristian R. Ablan, and Regional Memorandum 0064, s. 2023 regarding the MICROSOFT 365 ADOPTION this Office announces the conduct of the **“3-DAY TRAINING/WORKSHOP ON MICROSOFT 365 ADOPTION”** on March 23-25, 2023, at San Remegio Beach Club, San Remegio, Cebu.
2. The above-mentioned memorandum states that the Department of Education (DepEd) provides tools and services for its employees, teachers and students that promotes a culture of collaboration and communication and improve performance of tasks. The DepEd obtained these tools and services in the interest of education and public service.

In relation to the afore-mentioned training-workshop, this will give a clearer view for the ICT coordinators on the process of Microsoft 365 account activation and how the productivity tools can be used. All DepEd personnel and officers are reminded that the use of these accounts shall be for educational purposes and/or the performance of official duties and responsibilities. The Department shall exercise dominion over all DepEd accounts and over all data, material, and information received, transmitted, stored, or otherwise processed through the service.

3. Specifically, the target participants in this TRAINING/WORKSHOP ON MICROSOFT 365 ADOPTION are expected to:
 - a. Equip the participants the necessary knowledge and skills in the use of Microsoft 365 accounts and productivity tools;
 - b. Validate and monitor the status of the DepEd personnel Microsoft 365 accounts; and
 - c. Come up with an action plan to reecho through training-workshop or a LAC session on the district and school level.

4. The participants of this in-person/face-to-face (F2F) training workshops are District School Information and Communications Technology Officers and Information and Communications Technology Development Team Members.
5. However, in compliance with the stringent physical distancing and minimum public health and safety standards.
6. **Bring Your Own Device (BYOD) policy** shall be observed in this training workshop; therefore, the participants must provide themselves with their laptop computers and other necessary tools or devices.
7. This training workshop is on **live-in/stay-in arrangements**. Travel and other incidental expenses of the participants from the District Office and schools shall be charged against the schools' MOOE/Local Funds. For the participants beyond 50km day 0 1st meal PM Snacks. Other expenses incurred during the conduct of the training/workshop such as venue, accommodation, meals, and snacks of the participants, speakers/facilitators, and members of the Program Management Team (PMT) shall be charged against the **HRD (INSET Funds)**, subject to its availability and the usual accounting and auditing rules and regulations.
8. Teacher-participants who render services during non-school days shall be entitled to service credits while Head Teachers, and Principals can avail of the Compensatory Time-Off (CTO) in accordance with the provisions of DepEd Order No. 19, s. 2011 and DepEd Order No. 53, s. 2003.
9. The participants shall strictly observe physical distancing and minimum public health and safety standards during the training/workshop. The Medical Section (**Attn.: Dr. Virgilio C. Tantuico and Dr. Asterterie A. Bernales**) is hereby directed to assign at least three (2) nurses to be at the training venue throughout the entire course of this program.
10. This Memorandum serves as Authority to Travel for the participants, speakers/facilitators, and the members of the PMT.
11. Immediate dissemination of and compliance with this memorandum are desired.


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent

MSA/OSDS/ICTS/ems



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City
Telephone Nos.: 032-4249000
Email Address: cebu.province@deped.gov.ph
Website: www.cebuprovince.deped.gov.ph

3-DAY TRAINING/WORKSHOP ON MICROSOFT 365 ADOPTION


March 23-25, 2023
@ San Remegio Beach Club

RESPONSIBILITY	PERSONNEL-IN-CHARGE
Over-all Program Manager	Dr. Marilyn S. Andales, CESO V Schools Division Superintendent
Assistant Program Managers	Dr. Lorenzo M. Dizon, CESO VI Assistant Schools Division Superintendent Dr. Fay C. Luarez, CESO VI Assistant Schools Division Superintendent
Training Manager	Mr. Louie G. Monteroso OIC SEPS – HRD
Finance Officer	Desiree C. Ramos Accountant 3
Welfare/Health Protocol Officer	Dr. Virgilio Tantuico Dr. Asterterrie Bernales Division Physicians
Documenter	Mr. Pablito A. Catubay

TRAINING FACILITATORS

1. Emmanuel F. Mendoza	Division ITO
2. Francis John Mari B. Elnar	ADA VI
3. Pablito A. Catubay	ADA I
4. Eda Flor M. Arrabis	MT 1 Consolacion
5. Fritz G. Mahilum	MT 1 - Balamban
6. Charlyn M. Mahilum	T3 - Balamban
7. Jemar M. Cabalde	T3 – Daanbantayan
8. Jonavieve Mae C. Otero	T3 – San Francisco
9. Chester S. Rosalejos	T3 – Daanbantayan
10. Brigoli E. Pepito	T2 – Daanbantayan
11. Jeson U. Rodrigo	T3 – Daanbantayan
12. Paul M. Calbang	T1 – Medellin
13. Hepolito E. Mamac Jr.	T1 – Santa Fe
14. Jonel G. Forsuelo	T1 – Madridejos
15. Chere B. Velasquez	T2 – Liloan
16. Ramonboy S. Espinosa	T1 – Badian
17. Walter Z. Relacion	P1 – Argao
18. Mel Vincent B. Camerino	T1 – Argao
19. Charles N. Lacuña	T3 – Boljoon
20. Ryan R. Romanillos	T2 – Medellin
21. Ariel G. Andales	T2 – Tuburan
22. John Carlo P. Nardo	T1 – Liloan
23. Jose M. Aclan	ADOF2 – Liloan
24. Cecilia M. Kangkee	T2 – Daanbantayan
25. Rene A. Borgonia	MT1 – Balamban
26. Geneveve T. Rebaca	T2 – Tuburan
27. Carmina R. Sabejon	T1 – Compostela
28. Chester Ryan M. Pascua	T3 – Compostela

29. Joel U. Tanjay	T2 – Compostela
30. Allan C. Cañete	MT1 – San Remigio
31. Jacob C. Villaflor	T1 – Balamban
32. Marionito G. Alendajao	T3 - Aloguinsan
33. Mikko Cabigon	Division Office
34. Neil Labrada	Division Office
35. Louie Monteroso	Division Office
36. Maria Socorro Relacion	Division Office
37. Marconi Atillo	Division Office
38. Marion Lester Raboy	T1 - Badian



3-DAY TRAINING/WORKSHOP ON MICROSOFT 365 ADOPTION

March 23-25, 2023
@ San Remigio Beach Club

	DISTRICT	NAME	NAME OF SCHOOL
1	ALCANTARA	Adela P. Nalzaro	Alcantara Central School
2	ALCOY	Rufino M. Medico	Alcoy National High School
3	ALEGRIA	Noel B. Manaba	Alegria Central Elementary School
4	ALOGUINSAN	Georgia C. Abella	Aloguinsan Central Elementary School
5	ARGAO 2	Lennard E. Gealon	Colawin National High School
6	ASTURIAS NORTH	Reynaldo T. Ynoy	Baye Elementary School
7	ASTURIAS SOUTH	Arnel A. Aventuna	Asturias Central Elementary School
8	BALAMBAN 2	Rohan S. Melgar	Buanoy Central School
9	BANTAYAN 1	Connie Jean F. Morales	Bantayan Central Elementary School
10	BANTAYAN 2	Albert A. Amadeo	Balintawak Elementary School
11	BARILI 1	Anthony Gayo N. Aguilar	Teotimo A. Abellana Sr. Memorial National High School
12	BARILI 2	Sisinia C. Tamayo	Guibuangan Central School
13	BOLJOON	Jenelette M. Dalumpines	Boljoon Central School
14	BORBON	Joel R. Mondelo	Bili Elementary School
15	CARMEN	Michelle Anne L. Tuling	Francisco S. Villamor Sr. Elementary School
16	CATMON	Eljie Marie R. Menchavez	Catmon Integrated School
17	COMPOSTELA	Zernan Y. Zita	Compostela Central School
18	CONSOLACION 2	Antonio C. Echavez Jr.	Tayud National High School
19	CORDOVA	Elmer M. Ocarol	Cordova Central School
20	DALAGUETE 1	Gerald T. Taraya	Dalaguete National High School
21	DALAGUETE 2	Pearl B. Pacatang	Cawayan Central Elementary School
22	DUMANJUG 1	Fhaith M. Mariñas	Tapon Elementary School
23	DUMANJUG 2	Geraldine C. Flores	Bitoon Central School
24	GINATILAN	Albert E. Egoc	Salamanca Elementary School
25	LILOAN	Jessa B. Leones	Liloan National High School
26	MADRIDEJOS	Elena B. Gigje	Madridejos Central Elementary School
27	MALABUYOC	Restituto R. Inso	Malabuyoc Central School
28	MEDELLIN	Gladys A. Invento	Kawit National High School
29	MINGLANILLA 1	Inah C. Rita	Minglanilla Central Elementary School
30	MINGLANILLA 2	Ralph Anthony P. Panique	Lipata Central Elementary School
31	MOALBOAL	John R. Redoble	Moalboal Central Elementary School
32	OSLOB	Marlon B. Serna	Oslob National High School
33	PILAR	Mary Grace M. Cuizon	Pilar Central School
34	PINAMUNGAJAN 1	Juanito L. Perez, Jr.	Lut-od Elementary School
35	PINAMUNGAJAN 2	Leahni L. Vergara	Tajao Central School
36	PORO	Luis Lito L. Fabroa	Mactang Elementary School
37	RONDA	Niña Greziel T. Bique	Ronda Central Elementary School
38	SAMBOAN	Mary Jane G. Heredia	Samboan Central Elementary School
39	SAN FERNANDO 1	Marlon M. Cañonera	Pitalo Elementary School
40	SAN FERNANDO 2	Julius L. Tampon	Sangat Central Elementary School
41	SAN FRANCISCO	Levi John L. Arquillano	Campo Integrated School
42	SAN REMIGIO 1	Jundell C. Diaz	Argawanon Integrated School



43	SAN REMIGIO 2	Leah Mae C. Pinote	Anapog Integrated School
44	SANTANDER	Leslie Ann Y. Dela Peña	Santander Central Elementary School
45	SIBONGA	Gelen G. Llanos	Sibonga Central Elementary School
46	SOGOD	Jasmin A. Preglo	Liki National High School
47	TABOGON	Divine Grace M. Montemor	Tabogon Central Elementary School
48	TABUELAN	Leanie A. Duran	Tabuelan Central Elementary School
49	TUBURAN 1	Mary Ann G. Plania	Tuburan Central Elementary School
50	TUBURAN 2	Claudine G. Obena	Mangga Elementary School
51	TUDELA	Julito S. Garciano	Tudela Central School





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

Office of the Regional Director

JAN 23 2023

REGIONAL MEMORANDUM

No. **0064**, s. 2023

MICROSOFT 365 ADOPTION

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL CONCERNED

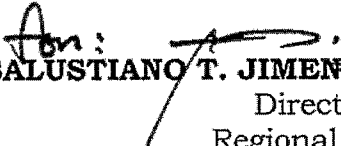
1. Enclosed is OUA-OUT-011023-010 titled **Microsoft 365 Adoption** dated 12 January 2023.
2. The Department of Education (DepEd) reiterated that all DepEd employees are provided with Microsoft 365 accounts.
3. DepEd personnel without @depd.gov.ph Microsoft accounts will receive their Microsoft username and temporary password in their respective DepEd Gmail accounts on or before **27 January 2023**.
4. All users are requested to sign-in to their Microsoft 365 account at <https://portal.office.com> and must setup their self-service password reset by providing their mobile number, alternate personal email address and/or answers to security questions. Password reset may be done through <https://passwordreset.microsoftonline.com>.
5. Starting **1 February 2023**, all DepEd personnel will be able to receive and send emails through their respective **Microsoft Outlook** (outlook.office.com) accounts using the same email address.
6. These accounts shall be used for educational purposes and/or performance of official duties and responsibilities. The Department shall exercise dominion over all DepEd accounts and over all data, material, and information received, transmitted, stored, or otherwise processed through the service.
7. Disciplinary actions such as account suspension and other legal remedies may be initiated against anyone found responsible for violating the acceptable use of the DepEd accounts.
8. Regional Office personnel may raise their issues and concerns to the Regional ICT Unit. The Schools Division Office and school personnel may raise them to the Division IT Officer and the helpdesk mechanism established at the SDO.
9. In addition to the provisions stated in the OUA Memo, all Division IT Officers are requested to ensure that the necessary refresher course or capability building to their respective division and school personnel on Microsoft 365 applications in preparation for the activity stipulated in item no. 4 is conducted.



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Nos.: (032) 231:1433; (032) 414-7399
Email Address: region7@depd.gov.ph

10. Moreover, the ICTS - User Support Division will be providing a schedule of webinars regarding trainings to be conducted and support materials will be available at <https://bit.ly/DepEdM365Support>.

11. Immediate dissemination and compliance with this Memorandum is enjoined.


SALUSTIANO T. JIMENEZ, JD, EdD, CESO V
Director IV
Regional Director

STJ/CAE/ICTU/JPJ



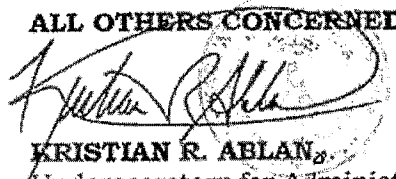
Republika ng Pilipinas
Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

OUA-OUT-011023-010

MEMORANDUM
12 January 2023

TO : **UNDERSECRETARIES**
ASSISTANT SECRETARIES
BUREAU AND SERVICE DIRECTORS
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : 
KRISTIAN R. ABLA,
Undersecretary for Administration

SUBJECT : **MICROSOFT 365 ADOPTION**

The Department of Education (DepEd) provides tools and services for its employees, teachers and students that promote a culture of collaboration and communication and improve performance of tasks. The DepEd obtained these tools and services in the interest of education and public service.

To further maximize these productivity tools, we would like to reiterate that all DepEd employees are provided with **Microsoft 365** accounts such as:

- a. **Microsoft Outlook**: An email and calendar application.
- b. **Word**: A word processing tool that allows user to create, edit and format text documents.
- c. **Excel**: A spreadsheet tool for organizing and analyzing data.
- d. **PowerPoint**: A tool for producing and editing slides and presentations.
- e. **OneNote**: A digital notebook for taking notes, organizing information, and collaborating with others.
- f. **Teams**: A communication and collaboration platform for chat, video conferencing, and file sharing.
- g. **OneDrive**: A cloud storage service for storing and sharing files.
- h. **SharePoint**: A web-based collaboration and document management platform.
- i. **Microsoft Forms**: A tool for creating surveys, quizzes, and polls.
- j. **Microsoft Planner**: A task and project management tool.

As to other DepEd personnel without @deped.gov.ph Microsoft accounts, they will receive their Microsoft username and temporary password in their respective DepEd Gmail accounts **on or before 27 January 2023**.

Office of the Undersecretary for Administration

Department of Education - Central Office, Room 508, 5th Floor Mabini Building,
Meralco Avenue, Pasig City; Landline 8638-1780
Email: usecforadministration@deped.gov.ph

All users shall sign-in to their Microsoft 365 account at <https://portal.office.com>. Users who are signing in for the first time shall type in their new password for Microsoft 365 and setup their respective self-service password reset by providing their mobile number, alternate personal email address and/or answers to security questions. The new password used for signing-in should be always kept safe. Should a user forget the password for Microsoft 365, they may request for a new password thru <https://passwordreset.microsoftonline.com>.

Further, please be informed that starting **1 February 2023**, all DepEd personnel will be able to receive and send emails through their respective **Microsoft Outlook** (outlook.office.com) accounts using the same email address.

In this regard, all DepEd personnel and officials are reminded that the use of these accounts shall be for educational purposes and/or the performance of official duties and responsibilities. The Department shall exercise dominion over all DepEd accounts and over all data, material, and information received, transmitted, stored, or otherwise processed through the service.

Moreover, all personnel are also reminded that disciplinary actions such as account suspension and other legal remedies may be initiated against anyone found responsible for violating the acceptable use of the DepEd accounts.

The Central Office, all Regional Offices (ROs), and all Schools Division Offices (SDOs) shall establish their respective helpdesk mechanisms to support their personnel.

For further queries or clarifications, all concerned DepEd personnel from various governance level may raise their issues and concerns to the following:

Governance Level	Office/Unit in Charge
Central Office	ICTS – User Support Division icts.sdd@deped.gov.ph 8633-2092
Regional Office	Information and Communications Technology Unit
Schools Division Office and school personnel	Division Information Technology Officer and the helpdesk mechanism established at the SDO

A schedule of webinars regarding trainings to be conducted and support materials will also be provided by the ICTS – User Support Division to be available at <https://bit.ly/DepEdM365Support>.

Immediate dissemination of and strict compliance to this memorandum is directed.

Thank you.



Republic of the Philippines
Department of Education

DEC 26 2012


DepEd MEMORANDUM
No. **227**, s. 2012

GUIDELINES ON THE USE OF THE DEPED EMAIL SERVICE

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools
All Others Concerned

1. To achieve the policy objectives of enhancing the existing media of communication, promoting a sense of identity, and facilitating a culture of collaboration, the Department of Education (DepEd) issues the **Guidelines on the Use of the DepEd Email Service** to operationalize the use of the DepEd Email Service pursuant to DepEd Order No. 85, s. 2012 entitled *Policy on the Establishment of DepEd Email Service*.
2. The enclosures contain the following guidelines for reference:

Enclosure No. 1 - Guidelines on Registration for deped.gov.ph accounts; and
Enclosure No. 2 - Guidelines on the Acceptable Use of deped.gov.ph accounts.
3. These guidelines shall remain in force and in effect until such time when they will be rescinded or amended. This Department through the Office of the Technical Service (TS) shall make the necessary modifications when deemed necessary, as long as consistency with the above stated policy thrusts is satisfied.
4. Any concern on these guidelines shall be directed to the Office of the Director, TS, DepEd Central Office (CO) through email address: helpdesk@deped.gov.ph or at telephone no.: (02) 638-4878.
5. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary

Enclosure No. 1 to DepEd Memorandum No. 227, s. 2012

GUIDELINES ON REGISTRATION FOR *deped.gov.ph* ACCOUNTS

1. Roles and Responsibilities

- a. **Super Administrators.** The full system administrators shall be assigned by the Secretary. They shall have complete access to the *deped.gov.ph* control panel and all administrator actions.
- b. **ICT Administrators.** The Central Office, each regional office, and each division office shall assign an ICT administrator to be in charge of the administrative maintenance of users and groups in their respective area of responsibility.
- c. **Personnel Officer.** The Central Office, each regional office, and each division office shall assign a Personnel or Administrative Officer who will serve as the authorized officer for creation and deactivation of accounts.
- d. **Helpdesk.** Troubleshooting and other technical concerns relative to the service shall likewise be addressed by the Technical Service (TS), in coordination with other assigned employees of the Department.

2. Assignment

- a. All permanent employees of this Department shall be assigned a *deped.gov.ph* account which can be accessed through <http://mail.deped.gov.ph>.
- b. Consultants and personnel under contract of service may be assigned their respective accounts upon the request of their immediate heads of the unit and subject to the discretion and approval of the super administrators. The requests shall be based on the need of the said individuals for official email accounts in the performance of their duties.
- c. All users will be divided into three domains in the administrative panel: employees; consultants; and contracts of service.
- d. The *deped.gov.ph* accounts assigned will adhere to the following naming conventions:
 - <first name>.<last name>@deped.gov.ph for regular employees;
 - <first name>.<last name>@consultant.deped.gov.ph for consultants; and
 - <first name>.<last name>@cos.deped.gov.ph for contracts of service.
- e. Email addresses following a different naming convention, assigned as an alias, will be assigned upon the request of the head of unit and will be subjected to the discretion and approval of the super administrators.
- f. Offices which need an email address will be assigned a distribution list, with its employees who need to communicate using the said address under it, upon the request of the head of unit and will be subjected to the discretion and approval of the super administrators.



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0820-0130

MEMORANDUM

17 August 2020

**For: Execom and Mancom Members
CO Division Chiefs
Schools Division Superintendents
Regional/Division/School Information Technology Officers
Principals/School Heads
All Others Concerned**

**Subject: GUIDELINES ON THE USE AND ADMINISTRATION OF
G SUITE AND MICROSOFT 365 FOR EDUCATION**

1. The Department of Education (DepEd) continues with its aim of improving governance by providing tools that promote a culture of collaboration and communication, and improve performance of tasks. With this, the Department of Education provides employees, teachers, and students with access to twenty-first century tools that support education and its delivery. Included in this online education package are tools for email, productivity and collaboration.
2. Users will have access to the following tools:
 - a. G Suite for Education
 - b. Microsoft 365 Education
3. All regular employees and public school learners of the Department of Education shall be assigned a G Suite for Education and a Microsoft 365 Education user account.
4. Consultants and Contract of Service personnel in the Central, Regional or Division Office may be assigned their respective user accounts upon the request of their immediate heads of unit and subject to the discretion and approval of the assigned User Account Administrators in each governance level. The request shall be based on the need of the said individuals for official user accounts in the performance of their duties.
5. Employee, consultants and contract of service personnel accounts must be secured from the assigned User Account Administrator of each governance level.



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))

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depeditayo



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of Major Programs



6. The standard naming convention for employee, consultants and contract of service personnel shall be:
 - a. G Suite for Education:
<first name>.<last name>@deped.gov.ph
 - b. Microsoft 365 for Education:
For Central, Regional and Division Office Personnel:
<first name>.<last name>@deped.gov.ph
For School personnel:
<first name>.<last name>@<regional tenant>.deped.gov.ph
 - c. If the username is no longer available in G Suite for Education, the User Account Administrator must append a sequential number after the last name. The Microsoft 365 Education user account name must follow the same as the G Suite for Education user account name.
7. Public school learner accounts shall be created by the ICTS based on the Learner Information System. These accounts shall be distributed through the Division Information Technology Officer and the School ICT coordinator, in a process they deem appropriate, strictly adhering to data privacy rules and guidelines.
8. The standard naming convention for the public school learner accounts shall be:
<Learner Reference Number>@<regional tenant>.deped.gov.ph
9. Upon receipt of account credentials, all users must immediately access their accounts thru accounts.google.com for G Suite for Education and portal.office.com for Microsoft 365 Education.
10. Upon signing in, all users must ensure that their self-service password recovery is set up by accessing the following pages:
 - a. G Suite for Education - <https://myaccount.google.com/security>
 - b. Microsoft 365 Education - <https://myaccount.microsoft.com/>
11. Users having difficulties accessing their user account may request technical assistance from their assigned User Account Administrator. For password reset, the user must utilize the self-service password reset facility before contacting their administrator.
12. **Roles and Responsibilities**
 - a. Administrators
 - i. The Super Administrators manage the policies, configuration and user accounts for both G Suite for Education and Microsoft 365 Education across all the tenants in the organization. This task is assigned to the ICTS – Solutions Development Division.
 - ii. Helpdesk Administrators are authorized to manage DepEd user accounts. Their main responsibility is to perform user account management actions that require bulk processing, escalation or higher level rights and permissions than those provided to User



performing the different user account management procedures.

4. The ITO may delegate one other personnel from the same governance level to assist in the performance of his/her duties as a User Account Administrator. However, the accountability for actions performed remains with the ITO.
 5. To delegate an alternate User Account administrator and in the event that a new Information Technology Officer is assigned in the Regional or Division Office, the Super Administrators must be notified immediately thru email via icts.sdd@deped.gov.ph. Details must include the name, plantilla position and official DepEd email of the alternate or new User Account Administrator.
- iv. The School Administrators serve as the school-based administrators that handle concerns such as ensuring that the user accounts are distributed to learners and resetting of user account passwords.

The School Administrator shall use the appropriate school accounts in resetting of user account passwords.

- v. All administrators shall act as champions on the proper use of both G Suite for Education and Microsoft 365 Education accounts.

b. Users

- i. All users, at all levels of the organization and in schools, must ensure the safekeeping of their respective user accounts.
- ii. Strictly follow the acceptable use and prohibited use guidelines.
- iii. The employee and his/her supervisor must ensure that all files and important correspondences are properly turned over before effective date of transfer resignation, or retirement.

13. Acceptable Use

a. Use

- i. The use of these accounts shall be for educational purposes and/or the performance of official duties and responsibilities.
- ii. Reasonable use of the service for personal electronic correspondence is acceptable. However, strict professional discretion is expected to be employed at all times. DepEd personnel shall act professionally and shall be bound by the provisions of the Code of Conduct and Ethical Standards for Public Officials and Employees (R.A. 6713)
- iii. It is highly recommended that personal correspondences and files be saved in a separate location.

b. Prohibited Use



- i. The G Suite for Education and Microsoft 365 Education are government services obtained in the interest of education and public service. Transmission and storage of offensive, disruptive, discriminatory, pornographic, profane, abusive, libelous, derogatory, illegal, and otherwise similar material unbecoming of learners and agents of the civil service are strictly prohibited.
- ii. The account shall not be used in connection with any commercial, religious, social, political, and other similar interests.
- iii. Disclosure of confidential and sensitive personal information is strictly prohibited unless it is required by duty or assignment.
- iv. Sharing of account credentials with other individuals and organizations is strictly prohibited.
- v. Use of the account to access illegal content or to access content (e.g. copyrighted information) in a manner that violates the law is likewise stringently forbidden.
- vi. The introduction, intentional or otherwise, of any form of computer virus or malware, may it be from an email attachment or external link to a file, is also strictly prohibited.
- vii. Each individual is responsible for any information or statement sent out from his or her own account, making him or her liable for violations stated in this policy.

c. Protection Against Liability

- i. Appropriate discretion shall be applied in terms of representations, claims and disclosures made through the G Suite and Microsoft 365 official DepEd email account.
- ii. In the spirit of email risk awareness and to mitigate the possible liability, the inclusion of the following disclaimer in the signature line of all communications sent through the email service of G Suite for Education and Microsoft 365 Education is automatically included:

"This communication may contain confidential or privileged information, and is intended solely for the individual or entity to whom it is originally addressed. Any disclosure, copying, dissemination, or any action taken in reliance to it by others, other than the intended recipient, is strictly prohibited. The opinions, conclusions and statements expressed in this message are those of the sender and may not necessarily reflect the views of the Department of Education."

14. Privacy and Monitoring

- a. The privacy of every individual user shall be respected as a strict general policy. Supervision of accounts shall only be undertaken upon a finding of probable cause indicating a breach of the safe, proper, and reasonable use of the deped.gov.ph service or a violation of any law or



other rules or regulations as possibly evidenced by contents processed through the deped.gov.ph service, as determined by the DepEd Executive Committee (ExeCom).

- b. The individual shall be informed that the account will be subject for investigation and of the reason behind it.
- c. The contents of the deped.gov.ph service are considered confidential government communication. To protect confidentiality of the email messages, security measures such as HTTPS, IMAP and PKI digital certificates shall be used to encrypt or secure the connection and messages sent and received through the deped.gov.ph service.
- d. All data, information, and communication sent, received, or archived in the G Suite for Education and Microsoft 365 Education belong to the government.

15. Enforcement

- a. In the event that the prohibited acts stated in Section 10.b of this Policy are violated, formal complaints may be lodged with the User Account Administrator. This shall be done in coordination with the appropriate Division, Regional, Central DepEd Legal Officer against individual users, whether they are still connected with DepEd or not, and upon a determination by the super administrators that there is a probable cause to rely on the validity and veracity of the allegations contained therein.
- b. Any user found guilty of violating, intentional or otherwise, the policies stated herein shall be subject to disciplinary action, without prejudice to such other civil, administrative, and penal remedies as the gravity of the violation may merit.
- c. The specific disciplinary action to be meted out shall be determined by the appropriate DepEd official, in consultation with the unit head of the person at fault.



ALAIN DEL B. PASCUA
Undersecretary


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