



Republic of the Philippines  
**Department of Education**

REGION I  
 SCHOOLS DIVISION OFFICE OF ALAMINOS CITY



**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
**DM-2023-462**

TO : Assistant Schools Division Superintendent  
 Chief, Curriculum Implementation Division (CID)  
 Chief, School Governance and Operations Division (SGOD)  
 Administrative Officer V, Administrative Unit  
 Division Education Program Supervisors  
 Unit Heads and all other personnel in the Division Office  
 School Head of Public Elementary and Secondary Schools  
 All other concerned

SUBJECT : **MICROSOFT 365 ADOPTION**

FROM : The Schools Division Superintendent

DATE : September 25, 2023

1. This is in reference to the OUA-OUT Memorandum No. 011023-010 dated January 12, 2023, titled Microsoft 365 Adoption wherein the DepEd aims to provide tools and services for its employees, teachers and students that promote a culture of collaboration and communication and improve performance of task.
2. The DepEd provides all permanent teaching and non-teaching personnel with Microsoft 365 account to further maximize productivity tool such as Outlook, Word, Excel, PowerPoint, OneNote, Teams, OneDrive, SharePoint, Forms and Planner.
3. 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 account on or before 27 January 2023. Please check your spam folder.
4. 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.

***With hundred reasons to serve!***



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5. Should a user forget the password for Microsoft 365, they may request for a new password thru <https://passwordreset.microsoftonline.com>.
6. Further, please be informed that starting 1 October 2023, all DepEd personnel will be able to receive and send emails through their respective Microsoft Outlook ([outlook.office.com](https://outlook.office.com)) accounts using the same email address.
7. Also, we will no longer be using the Google Account starting 1 October 2023. Concerned personnel are advised to start backing up your files by downloading it to your hard drive or by transferring it to your Microsoft OneDrive.
8. For further queries or clarifications, you may raise your issues and concern to the Information and Communication Technology Unit.
9. Immediate dissemination of and strict compliance to this memorandum is directed.

**VIVIAN LUZ S. PAGATPATAN, CESO VI**  
*Assistant Schools Division Superintendent*  
*OIC-Schools Division Superintendent*

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