MEMORANDUM

TO: OIC-Asst. ASDS
    SGOD Chief, OIC Chief, CID
    Education Program Supervisors
    Public Schools District Supervisors
    Public Elementary & Secondary School Heads
    School ICT Coordinators

FROM: DR. ROMMEL G. BAUTISTA, CESO V
    Schools Division Superintendent

SUBJECT: ISSUANCE OF MICROSOFT OFFICE 365 ACCOUNT AND TEMPORARY PASSWORD

DATE: April 10, 2019

The Department of Education through the Information and Communication Technology Service-Solutions Development Division (ICTS-SDD) provided all Schools in the Division with Office 365 Account and temporary password.

Each O365 Account entitles the school to Office 365 suites including but not limited to:

- **Office Suite** – includes Word, Excel, PowerPoint and OneNote
- **Teams** – A chat-based collaboration tool for group interaction
- **SharePoint** – A web-based collaborative platform that integrates with Microsoft Office.
The School ICT Coordinator and or the School Head can now get the Office 365 Account and temporary password to Mrs. Florabel M. Tolentino – Division Information Officer I at the new building ICT/FAC office, Sports Educational Hub, Antipolo City.

They further ensure the safekeeping of their respective O365 credentials and are prohibited from sharing their accounts to other individuals or organizations.

For your information, guidance and appropriate action.

UM - 201 s. 2019
@ictu