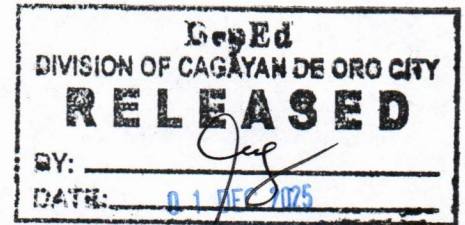




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

28 November 2025

DIVISION MEMORANDUM
No. 1099 s.2025

ADDENDUM TO DIVISION MEMORANDUM NO. 508, S. 2023: ADDITIONAL
GUIDELINES ON REQUESTING DEPED GOOGLE AND MICROSOFT ACCOUNTS

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
School Governance and Operations Division Personnel
All Elementary and Secondary Public School Heads and Principals
All Others Concerned
This Division

1. In connection with the adoption of Microsoft 365 as stated in Division Memorandum No. 508, s. 2023, please be guided by the following additional instructions regarding account creation for new employees:

A. Submission of Requests

All requests for DepEd Google and Microsoft accounts must be submitted through the official division website: **www.depedcdo.net** under the **"Contact Us"** section.

B. Order of Request

- **Step 1:** Request for a **DepEd Google account** first.
- **Step 2:** Once the DepEd Google account has been created, proceed to request for a **DepEd Microsoft account**.

C. Processing Time for Microsoft Accounts

Please note that requests for Microsoft accounts are forwarded to the **DepEd Central Office** for creation. Processing time may vary and will depend on their availability.

D. Usage Advisory

All DepEd employees are advised to **use Microsoft Outlook** for official email communication instead of Gmail.

2. For any concerns or clarifications, kindly coordinate with Mr. James Roberto Z. Sijo, Division Information Technology Officer.

3. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: 088 855 0044 | 088 855 0047
Email Address: cagayandeoro.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

4. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

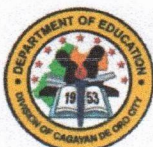
Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

DEPED GOOGLE AND MICROSOFT ACCOUNT

JRZS / DM – ADDENDUM TO DIVISION MEMORANDUM NO. 508, S. 2023: ADDITIONAL GUIDELINES ON
REQUESTING DEPED GOOGLE AND MICROSOFT ACCOUNTS

003/November 28, 2025



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: 088 855 0044 | 088 855 0047
Email Address: cagayandeoro.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

DIVISION OF CAGAYAN DE ORO CITY
CAGAYAN DE ORO CITY

RELEASED

OCT 04 2023

Office of the Schools Division Superintendent

3 October 2023

DIVISION MEMORANDUM

No. 508, s. 2023

REITERATION OF THE ADOPTION OF MICROSOFT 365

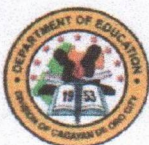
To: Assistant Schools Division Superintendent
Chiefs, CTD and SGOD
Curriculum and Teaching Division Personnel
Schools Governance and Operations Division Personnel
All Elementary and Secondary School Principals
All Others Concerned
This Division

1. In accordance with Regional Memorandum No. 564s.2023, the field is hereby notified of the adoption of Microsoft 365. All DepEd employees shall use Microsoft Outlook instead of Gmail effective October 1, 2023.
2. Enclosed are the steps in setting up Microsoft Outlook. For queries, kindly coordinate with Mr. James Roberto Z. Sijo, Division Information Technology Officer.
3. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of age, gender, sexual orientation, disability, religion, and ethnicity.
4. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:
MICROSOFT 365

JRS/DM- reiteration of the adoption of Microsoft 365



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

NOTE:

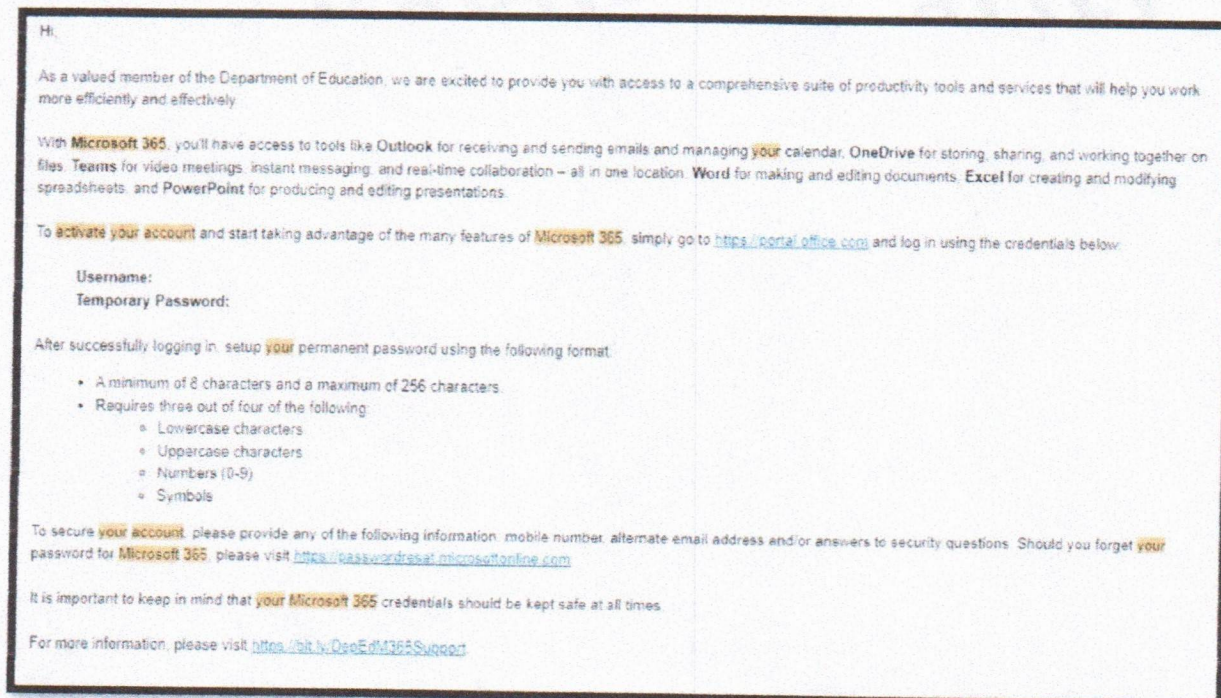
Starting October 1, 2023, DepEd Gmail will not be receiving new email and thus DepEd personnel are directed to use Microsoft Outlook.

To recover/retrieve your Microsoft Account.

1. Please visit deped gmail account.
2. Search for "Activate your DepEd Microsoft 365 Account" look for email like the picture uploaded.
3. Try to visit, portal.office.com
4. Then input your
username:
password:

Once logged in, check your OUTLOOK inbox for new messages. Some incoming messages can be seen in Junk Email.

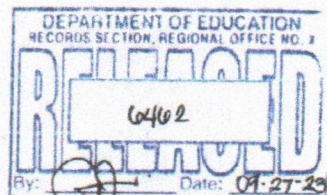
SAMPLE PICTURE OF THE DEPED MICROSOFT 365 ACTIVATION



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



DTS: 23-105661

September 26, 2023

REGIONAL MEMORANDUM
No. OSL04, s. 2023

REITERATION OF THE ADOPTION OF MICROSOFT 365

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. This Office reminds and directs the Schools Division Offices to comply with **Regional Memorandum No. 26, s. 2023** titled **Adoption of Microsoft 365**.
2. Starting October 1, all DepEd employees shall use Microsoft Outlook instead of Gmail. All new emails will be received by Microsoft Outlook. Old emails will not be deleted and can still be accessed in Gmail.
3. All DepEd personnel from various governance levels may raise their queries, clarifications, issues, and concerns to the following:

Division	IT Personnel Email Address
ICT Unit-Regional Office	renel.quirit@deped.gov.ph
	ralphsimon.mabulay@deped.gov.ph
	denniscarl.fuentes@deped.gov.ph
Bukidnon	daryl.macario@deped.gov.ph
Cagayan	james.sijo@deped.gov.ph
Camiguin	elson.jamero@deped.gov.ph
El Salvador	sherrie.dungog@deped.gov.ph
Gingoog	julius.baldelovar@deped.gov.ph
Iligan	cesar.bastida@deped.gov.ph
Lanao del Norte	florderick.velarde@deped.gov.ph
Malaybalay	paul.arias@deped.gov.ph
Misamis Occidental	anne.intong@deped.gov.ph
Misamis Oriental	freddiejun.delig@deped.gov.ph
Oroquieta	argie.lumasag@deped.gov.ph
Ozamiz	regie.catedral@deped.gov.ph
Tangub	alden.antonio@deped.gov.ph
Valencia	moises.bacasma@deped.gov.ph



DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
(088) 856-3932 | (088) 881-3137 | (088) 881-3031
Department of Education Region 10
region10@deped.gov.ph
<http://deped10.com>

DepEd Region 10
Page 1 of 1



4. Attached is the Microsoft Outlook Quick Start Guide and Setup Tutorial.
5. This Office directs the immediate and wide dissemination of this Memorandum.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

DR. FEDERICO P. MARTIN, CESO V
Officer in Charge
Assistant Regional Director

ATCH.: As stated
To be indicated in the Perpetual Index
under the following subject:

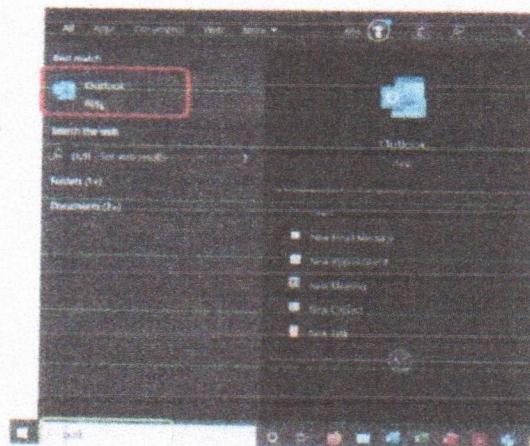
MICROSOFT OUTLOOK

ICT/rjq23-15

REGIONAL MEMORANDUM
No. 06104, s. 2023
Annex 1 Setting up Microsoft Outlook

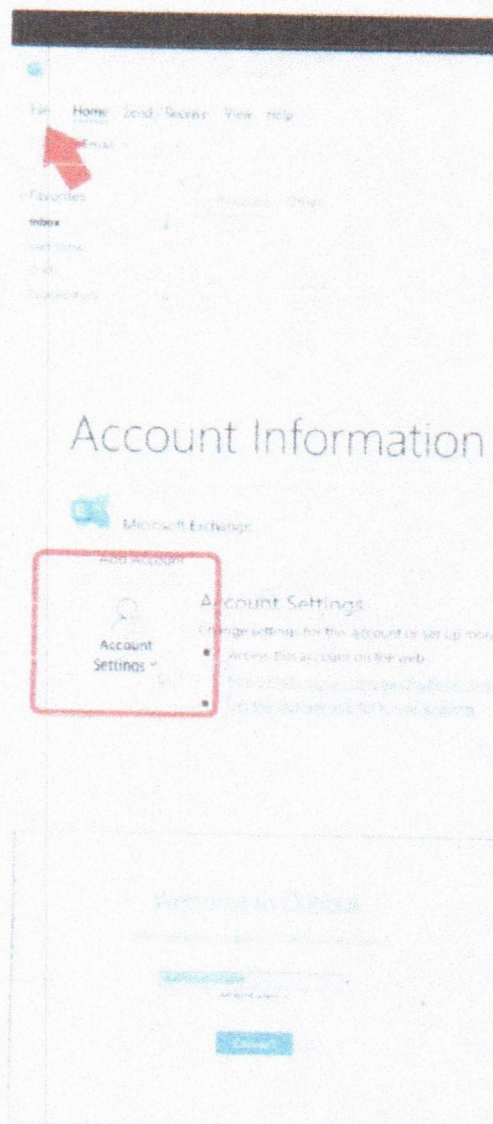
Opening the App

1. Click on the **search bar** on the taskbar
2. Type in **Outlook**
3. Click on the **Outlook app**



Add an email account

1. Open Outlook and select File > Add Account.
2. If you haven't launched Outlook before, you'll see a welcome screen.
3. Enter your **DepEd** email address and select Connect.
4. If your screen looks different, enter your name, email address, and password, and select Next.
5. If prompted, enter your password and select OK.
6. Select Finish.



Outlook



Quick Start Guide

New to Outlook? Use this guide to learn the basics.

Quick Access Toolbar
Keep favorite commands permanently visible.

Explore the ribbon
See what Outlook can do by selecting the ribbon tabs and exploring available tools.

Find whatever you need
Enter a keyword or phrase to look up Outlook commands, get Help, or search the Web.

Customize the ribbon display
Choose whether Outlook should auto-hide the ribbon.

Navigate your mail folders
Select a folder to see its contents. To turn this pane on or off, select **View > Folder Pane**.

Manage Outlook Groups
Communicate with teams and share conversations, messages, calendars, and events.

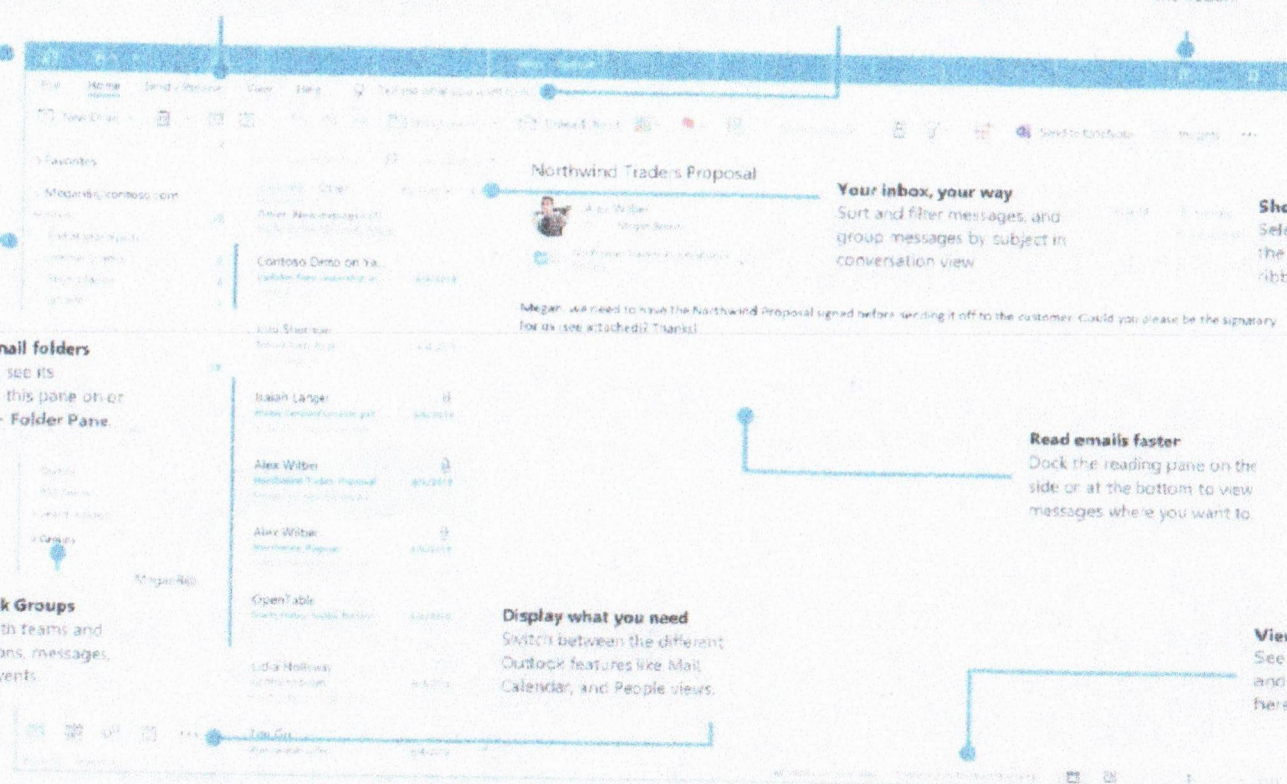
Display what you need
Switch between the different Outlook features like Mail, Calendar, and People views.

Your inbox, your way
Sort and filter messages, and group messages by subject in conversation view.

Show or hide the ribbon
Select arrow to switch between the Simplified and Classic ribbons.

Read emails faster
Dock the reading pane on the side or at the bottom to view messages where you want to.

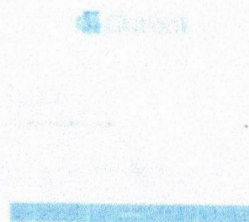
View connection status
See your folder sync status and server connection status here.



Outlook

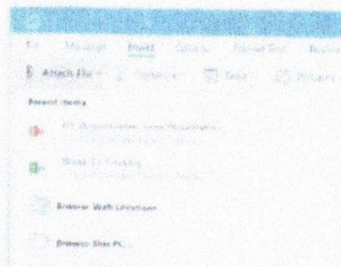
Set up your account

You can use Outlook 2016 as soon as you enter your account info. On the ribbon, select **File > Info** and then select the **Add Account** button. Next, sign in with your preferred email address, or use an account provided by your company or school.



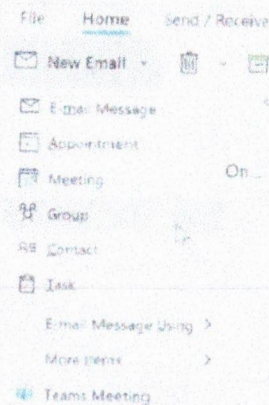
Attach files without searching

Need to attach a picture or a document? Outlook saves you time by keeping a list of your recently used files. Select the **Attach File** button while composing a new message or meeting invitation, and then select the file you want to attach.



Set up an Outlook group

If you're running Outlook as part of an eligible Office 365 subscription, you can use **Groups** instead of distribution lists to more effectively communicate and collaborate with members of a team or an organization.

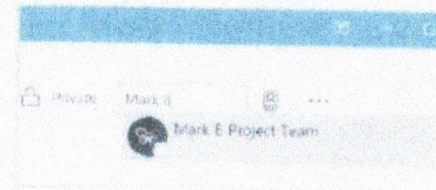


To create a new group in Outlook 2016, on the ribbon, select **Home**, and then select **New Items > Group**.

If you don't see this as an option on this menu, contact the administrator of your Microsoft Office 365 subscription for more information.

From the inbox of any of your Groups, you and the other members can start or join a conversation, create or confirm team events, see a list of members, and get notifications about interactions on any of your shared posts.

To join an existing group, start by searching for its name. On the ribbon, select **Home**, enter a keyword or phrase into the **Search People** box, and then select the group you want to join.



Outlook

Outlook is more than just email

Easily switch between Mail, Calendar, People, and more.

Easy to use Calendar tools and commands

In Calendar view, the ribbon displays everything you need to manage every day, week, month, and year.

Switch your point of view

Select to see how busy your days, weeks, and months are.

Sunshine required?

Glance at the weather forecast to make sure your meeting or event won't be rained out.

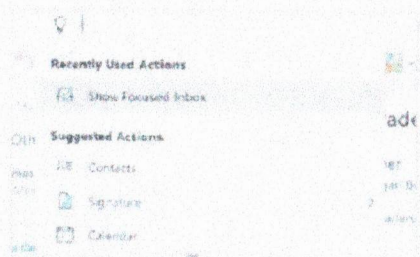
The screenshot shows the Outlook application window with the Calendar view selected. The ribbon at the top includes tabs for Home, Send/Receive, View, and Other. The main area displays a calendar for October 2019, with a sidebar on the left showing a list of calendars and a search box. The right sidebar shows a weather forecast for Washington, D.C. Callouts point to various features:

- Easy to use Calendar tools and commands:** Points to the ribbon at the top of the calendar view.
- Switch your point of view:** Points to the 'View' tab on the ribbon.
- Sunshine required?:** Points to the weather forecast in the right sidebar.
- Navigate your schedule:** Points to the 'Back' and 'Forward' arrows in the calendar view.
- Look back — or way ahead:** Points to the small arrows on the left and right of the current month in the calendar view.
- Search your calendar:** Points to the search box in the left sidebar.
- Change your point of view:** Points to the 'Calendar' button in the left sidebar.
- View shared Calendars:** Points to the 'Add Calendar' button in the left sidebar.
- Create new items in place:** Points to the 'New' button in the left sidebar.

Outlook

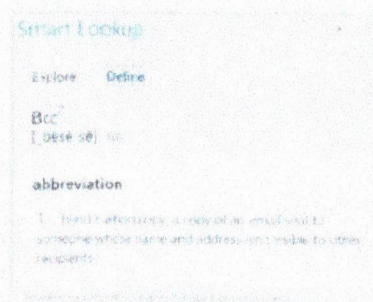
Find whatever you need

Type a keyword or phrase into the **Tell me what you want to do** search box on the ribbon to quickly find the Outlook features and commands you're looking for, to discover **Help** content, or to get more information online.



Look up relevant information

With **Smart Lookup**, Outlook searches the Internet for relevant information to define words, phrases, and concepts. Search results shown on the task pane can provide useful context to information you need to share with other people.



Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to <https://go.microsoft.com/fwlink/?linkid=2008317>.



Next steps with Outlook

See what's new in Office

Explore the new and improved features in Outlook and the other apps in Office 365. Visit <https://go.microsoft.com/fwlink/?linkid=871117> for more information.

Get free training, tutorials, and videos for Office

Ready to dig deeper into the capabilities that Outlook has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=871123> to explore our free training options.

Send us your feedback

Love Outlook? Got an idea for improvement to share with us? On the **File** menu, select **Feedback** and then follow the prompts to send your suggestions directly to the Outlook product team. Thank you!



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO

0346
11/15/23
DTS: 23-90695

January 18, 2023

REGIONAL MEMORANDUM
No. 26, s. 2023

ADOPTION OF MICROSOFT 365

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. The Department of Education (DepEd) offers resources and services that foster a culture of cooperation and communication and enhance task performance for the benefit of its staff, teachers, and students. In the interests of education and government service, DepEd acquired Microsoft 365.
2. Hence, all DepEd employees shall adopt and maximize the use of Microsoft 365 productivity tools. They shall sign in via their Microsoft 365 account at <https://portal.office.com>
3. As to other DepEd Personnel without @deped.gov.ph Microsoft accounts, they will receive their Microsoft username and temporary password in their DepEd Gmail accounts on or before January 27.
4. When logging in for the first time, users must enter their new Microsoft 365 password and set up their self-service password reset by supplying their mobile number, alternate personal email address, and/or the answers to security questions. They must keep their new login password secure at all times. Users can request a new password at <https://passwordreset.officeapps.microsoft.com> if they forget their current one.
5. Additionally, starting February 1, all DepEd employees will be able to send and receive emails using their Microsoft Outlook (outlook.office.com) Accounts by using the same email address.
6. The usage of these accounts must be for educational reasons or the performance of official tasks and responsibilities. Any DepEd accounts, as well as all data, materials, and information received, communicated, stored, or otherwise processed through the service, shall be under the Department's control. Anyone found guilty of violating the appropriate usage of the DepEd Accounts may face disciplinary sanctions such as account suspension and other legal repercussions.



DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
(088) 856 3932 | (088) 881-3137 | (088) 881-3031
Department of Education Region 10
region10@deped.gov.ph
<http://deped10.com>



7. The Central Office (CO), Regional Office (RO), and Schools Division Offices (SDOs) shall establish their helpdesk mechanisms to support their personnel.

8. All DepEd personnel from various governance levels may raise their queries, clarifications, issues, and concerns to the following:

Division	IT Officer Email Address
ICT Unit-Regional Office	renel.quirin@depd.gov.ph
	ralphsimon.mabulay@depd.gov.ph
	denniscarl.fuentes@depd.gov.ph
Bukidnon	daryl.macario@depd.gov.ph
Cagayan	james.sijo@depd.gov.ph
Camiguin	elson.jamero@depd.gov.ph
El Salvador	sherric.dungog@depd.gov.ph
Gingoog	julius.baldelovar@depd.gov.ph
Iligan	cesar.bastida@depd.gov.ph
Lanao del Norte	florderick.velarde@depd.gov.ph
Malaybalay	paul.arias@depd.gov.ph
Misamis Occidental	anne.intong@depd.gov.ph
Misamis Oriental	freddiejun.delig@depd.gov.ph
Oroquieta	argie.lumasaga@depd.gov.ph
Ozamiz	regie.catedral@depd.gov.ph
Tangub	alden.antonio@depd.gov.ph
Valencia	moises.bacasma@depd.gov.ph

9. Webinars regarding training to be conducted and support materials will also be provided by the ICTS - User Support Division at <https://bit.ly/depdICTSupport>.

10. This Office directs the immediate and wide dissemination of this Memorandum.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

DR. VICTOR G. DE GRACIA, JR. CESO V
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

ATCH.: As stated
To be indicated in the Perpetual Index
under the following subject:

DEPED MICROSOFT ACCOUNTS

RE: Adoption of Microsoft 365

ICT/nq23-2

All users shall sign-in to their Microsoft 365 account at <https://login.microsoftonline.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 8633-7264
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.