


DIVISION MEMORANDUM

No. 111, s. 2020

LICENSED MICROSOFT OFFICE 365

To: All School Personnel
This Division

1. The Department of Education, with its thrust in improving governance by providing tools that allow communication and collaborations, continues the provisioning of Microsoft Office 365 accounts for the regular employees of this department.
2. In line with this, all permanent personnel in this Division shall be provided with their respective Office 365 accounts which will be distributed through their ICT Coordinator.
3. All personnel must ensure the safekeeping of their respective Office 365 credentials. Employees are also prohibited from sharing their accounts to other individuals or organization.
4. To install your licensed MS Office 365 go to www.office.com register using the provided credentials and download.
5. Immediate and wide dissemination of this Memorandum is desired.


AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

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