

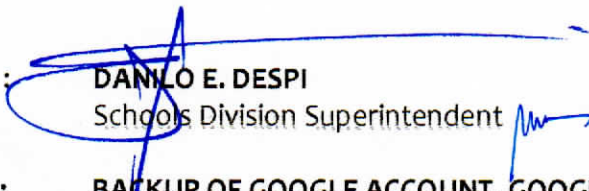


Republic of the Philippines
Department of Education
REGION V (BICOL)
SCHOOLS DIVISION OFFICE OF IRIGA CITY

Office of the Schools Division Superintendent

MEMORANDUM

TO : OIC-ASST. SCHOOLS DIVISION SUPERINTENDENT
CID and SGOD CHIEFS
EDUCATION PROGRAM SUPERVISORS
SECTION HEADS
ELEMENTARY AND SECONDARY SCHOOL HEADS
SCHOOL ICT COORDINATORS
All others concerned

FROM :  **DANILO E. DESPI**
Schools Division Superintendent

SUBJECT : **BACKUP OF GOOGLE ACCOUNT, GOOGLE DRIVE AND MS 365 FILES**

DATE : **October 10, 2022**

Due to changes and expiration of licenses and contracts of DepEd to Microsoft and Google Company, all personnel are hereby reminded to backup/save or download all important files stored in the said applications for security and future anticipation/preparations on or before December 2022.

For information, guidance, and compliance.



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