



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NG IRIGA

Tanggapan ng Tagapamanihalang Pansangay ng mga Paaralan

MEMORANDUM

PARA SA : Tanggapan ng OIC-Kawaksing Tagapamanihalang Pansangay
ng mga Paaralan
Punong Superbisor sa Edukasyon, CID at SGOD
Superbisor sa Programang Edukasyon
Mga Punongguro ng Pampublikong Paaralang
Elementarya at Sekondarya
Iba pang Kinauukulan

MULA KAY :


DANILO E. DESPI

Tagapamanihalang Pansangay ng mga Paaralan 

PAKSA :

**"STUDENT HELPDESK" AT MGA LIBRENG "MICROSOFT 365" NA
MATERYALES NA MAGAGAMIT NG LAHAT NG MGA MAG-AARAL.**

PETSA :

April 21, 2022

1. Kaugnay ng kalakip na "OUA Memo 00-0422-0104" na may petsang Abril 19, 2022 na may paksang "Student Helpdesk and Microsoft 365 Materials Available for All Learners", lahat ng mga Punongguro ng Pampublikong Paaralang Elementarya at Sekondarya ay pinapayuhan na ipalaganap ang mga materyales ayon sa mga tagubiling nakapaloob sa nasabing memorandum.
2. Para sa inyong impormasyon, patnubay at pagtalima.



San Nicolas, Iriga City
Contact No.: (054) 299-2506
Email add: iriga.city@deped.gov.ph



OUAD00-0422-0104
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Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0422-0104

MEMORANDUM

19 April 2022

For: **Regional Directors
Schools Division Superintendents
Regional and Division IT Officers
Principals and School Heads
All Others Concerned**



Subject: **STUDENT HELPDESK AND MICROSOFT365 MATERIALS
AVAILABLE FOR ALL LEARNERS**

In line with the continuous provision of Microsoft365 (M365) accounts to learners, a Student Helpdesk and a poster on M365 student benefits are now available. Schools may distribute the 1-page document to all their learners. The poster contains:

1. Benefits of their Microsoft Education A3 license
2. Steps on how to activate their accounts
3. Other download links to Windows 11, Minecraft, Office, Teams
4. Helpdesk email (for questions about your account)

This material may be disseminated online or printed and handed out to learners to ensure that all students receive a copy. Please refer to **Annex A** to see how the poster is designed. Schools may download the resource here: <https://aka.ms/DepEdM365pamphlet>.

For questions and concerns on their M365 student benefits, learners and parents may email the helpdesk at external.m365studenthelp@deped.gov.ph.

Students without M365 accounts may reach out to their school ICT coordinators/teachers for assistance.

For widest dissemination.

ALAIN DEL B. PASCUA

Undersecretary



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Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

Annex A

Poster to be distributed to learners
(Sample only)

DepED
Laging Handog sa Baitang Magulang

We are pleased to share with you your Microsoft 365 account details. Please do not share this with anyone.

USERNAME/12-DIGIT LEARNER REFERENCE NUMBER (LRN):

TEMPORARY PASSWORD:

With your own Microsoft 365 Education account from the Department of Education you may enjoy access to apps that lets you:

- Create assignments and projects using Word, PowerPoint, and Excel
- Get 5TB of online storage for files that you can access anywhere using OneDrive
- Enjoy fun and interactive learning experiences with Minecraft for Education
- Experience a refreshed look and new functionalities of Windows 11
- Chat, call, and interact with your teachers and classmates through Teams

Steps to activate your Microsoft 365 account if you received your username & temporary password via email

- STEP 1**
Login to teams.microsoft.com using your given username and temporary password.
- STEP 2**
Set a new password and confirm.
- STEP 3**
Register one of the following security details to your account to retrieve your account in case you forget your password: Mobile number, Personal email address, or Security questions

Make sure to take advantage of your student use benefits by making the most out of your account:

- Download the Office 365 apps
<https://www.microsoft.com/phi/education/products/office>
- Download the Minecraft Education Edition
<https://education.minecraft.net/studied/>
- How to download Windows 11
<https://aka.ms/DepEdWin11>
- Download Teams here
<https://www.microsoft.com>

If you have questions, you can visit this link: <https://aka.ms/MSFAQS> or talk to us at external.m365studenthelp@deped.gov.ph

DepED
Laging Handog sa Baitang Magulang

You may write the student credentials before giving it to the learner

Helpdesk email for questions about Microsoft

Download the poster here: <https://aka.ms/DepEdM365pamphlet>

