



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0621-0114
MEMORANDUM
06 June 2021

For: **Regional Directors**
Regional Information Technology Officers

Subject: **MICROSOFT 365 ADMINISTRATOR ACCESS FOR**
REGIONAL INFORMATION TECHNOLOGY OFFICERS

The Information and Communications Technology Service (ICTS) hereby **grants Regional Information Technology Officers (RITOs) administrator access to Microsoft 365 tenants** through the account, admin.rito@<tenant>.deped.gov.ph. This shall allow RITOs to view and track the status and use of accounts in their respective regions as well as provide technical assistance to Division Information Technology Officers (DITOs).

In this connection, kindly refer to the following permissions given to RITOs with the said account:

1. **Password reset.** RITOs may reset the passwords for the accounts of division administrators, school ICT administrators, teachers and learners.
2. **Updating of office details and transfer to new Administrative Unit (AU).** RITOs may transfer teacher accounts to their new School Division Office (SDO) AU and update the following office details for teachers that move to a new SDO:
 - a. Office – <School ID>
 - b. Department - <Region - Division - School ID>
 - c. City – <Division>
3. **Reassigning of licenses.** RITOs may change the existing license of teacher accounts if needed without exceeding the total available licenses in the tenant.
4. **Viewing of tenant reports.**



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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The RITOs must ensure that data privacy and all other relevant regulations are upheld for proper management of their respective Microsoft tenants. Regular monitoring and audits will be in place. Further, unauthorized actions will be dealt with as prescribed in the Data Privacy Act along with the following implications:

- a. First offense – Informal warning
- b. Second offense – Written warning
- c. Third offense – Downgrading of administrator access

In line with this, **a training and orientation for administering the tenants** will be conducted on **16 June 2021 at 2:00 – 4:00 p.m. via Microsoft Teams**. Please note that **attendance is a prerequisite** for the issuance of administrator accounts.

For any concerns or questions on this subject, kindly contact Mr. Miguel Karlo C. Macariola of the ICTS - Solutions Development Division (SDD) through email at miguel.macariola@deped.gov.ph .

For immediate and appropriate action.



ALAIN DEL B. PASCUA
Undersecretary

