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Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-1221-0020

MEMORANDUM

03 December 2021

For: **Regional Directors
Schools Division Superintendents
Regional Information Technology Officers
Division Information Technology Officers
School Head
School ICT Coordinators**

Subject: **EXTENSION OF STUDENT ACCESS TO MICROSOFT 365 SOFTWARE**

In support of the Department of Education Digital Rise program to provide students access to ICT-assisted learning, the Office of the Undersecretary for Administration, through the Information and Communication Technology Service (ICTS), in partnership with Microsoft Philippines, extends the student access to Microsoft M365 software to include Windows 10/11 Pro Education licenses through the Student Use Benefit program.

Through this program, all DepEd students are eligible to download Windows 10/11 installers and product keys at no cost. Students can use the licenses to install/upgrade their personal devices to the latest version of the Windows operating system. To avail of this benefit, students need their DepEd M365 accounts and follow the instructions in attached APPENDIX A.

Division IT Officers and School ICT coordinators are instructed to disseminate the information and instructions through student communication channels.

For any questions and concerns, you may email Mr. Genesis Fernando at genesis.fernando@deped.gov.ph.

Thank you.


ALAIN DEL B. PASCUA
Undersecretary



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Office of the Undersecretary for Administration (OUA)

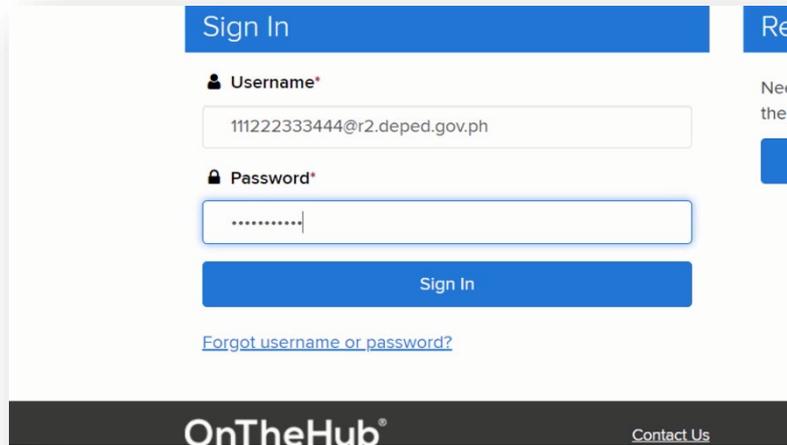
[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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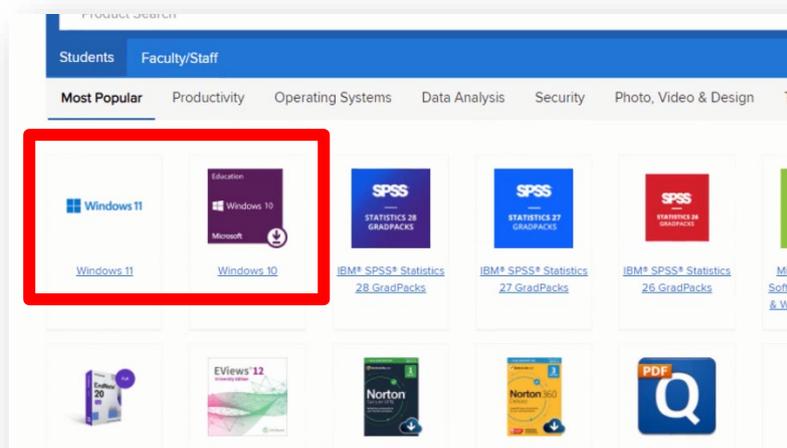
APPENDIX A: How to download Windows 11 (Instructions for learners and teachers)

STEP 1: Hintayin ibigay ng inyong paaralan (School ICT) ang download link sa Windows 11.

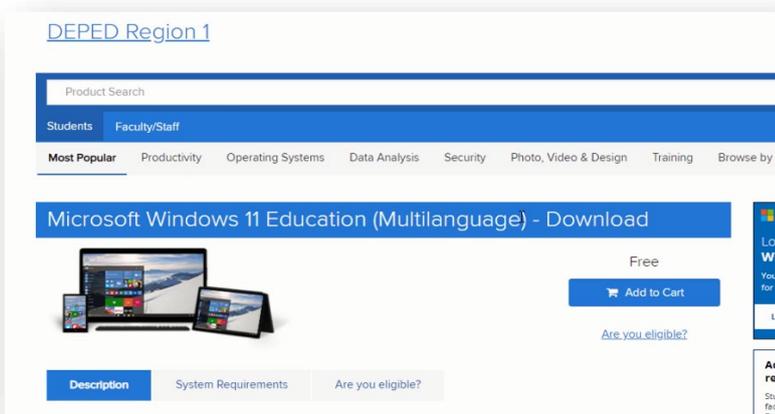
STEP 2: Mag-login gamit ang iyong DepEd Microsoft account



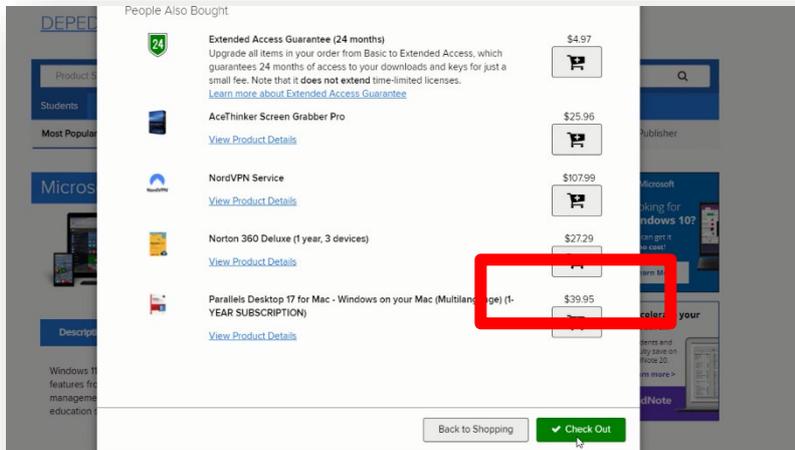
STEP 3: Piliin ang Windows 11 para i-download ito. Maaari din piliin ang Windows 10, depende sa inyong system specifications.



STEP 4: Pumunta sa check-out at magsisimula na ang download nito. Tandaan: walang kailangan bayaran sa inyong check-out. Ang pag download ng Windows 11 / Windows 10 ay LIBRE (FREE).



Kapag na-click na natin ang “Add to Cart”, scroll down at i-click ang “Check Out”.



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