



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BAYBAY CITY

October 14, 2020

DIVISION MEMORANDUM

No. **432**, s. 2020

PROVISIONS OF GOOGLE SUITE FOR EDUCATION AND MICROSOFT 365 FOR EDUCATION ACCOUNTS FOR SCHOOL ICT ADMINISTRATOR AND SCHOOL LEARNERS

To: Division Personnel
School Heads/Principals/TIC's
School ICT Coordinators
All Others Concerned

1. The Department of Education continues with its aim of improving governance by providing tools that promote a culture of collaboration and communication and improve the performance of tasks. With this, guidelines on the use and administration of Microsoft 365 for Education and GSuite for Education are hereby disseminated.
2. All learners in your schools, based on the LESF as of August 7, 2020, have been issued Microsoft 365 for Education and GSuite for Education accounts. Their account credentials (username and password) can be accessed by the School ICT Coordinator. Please ensure that this data be kept confidential, and shared only with the concerned account owners, their parents, and/or their section advisers.
3. Be advised that students must activate their Microsoft 365 for Education accounts and set up a self-service password reset. The School ICT Coordinator is in charge of resetting the passwords of learner accounts.
4. Enclosed in this memorandum is a guide for the School ICT Coordinators on how to access the learner credentials per school for both GSuite for Education and Microsoft 365. The school administrators should ensure that they do not share any user credentials with unauthorized personnel.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.


RAUL D. AGBAN, EdD
OIC – Schools Division Superintendent

Enclosures: *Guidelines on the Use and Administration of Microsoft 365 for Education and Google Suite for Education*

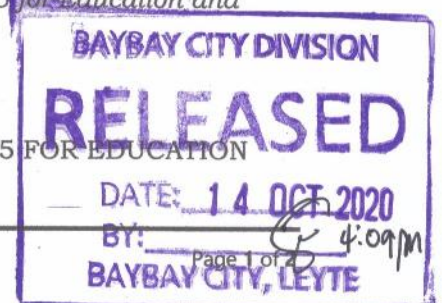
References: *None*

To be indicated in the Perpetual Index under the following subjects:

ACCOUNTS GSUITE FOR EDUCATION MICROSOFT 365 FOR EDUCATION



Diversion Road, Brgy. Gaas, Baybay City, Leyte
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Guidelines on the Use and Administration of Microsoft 365 for Education and Google Suite for Education

SCHOOL ICT ADMINISTRATOR

GSUITE FOR EDUCATION

1. The School ICT Administrator will receive an email in the School Email (SchoolID@deped.gov.ph) that a file has been shared. The email is a standard Google notification email. The file in Google Sheets format contains the School ICT Coordinator's user account credentials for the learners tenant.

Sample:

Username: SchoolID@region.deped.gov.ph

Password: \$@mp13P@ss

2. Using the new credentials, the School ICT Administrator should access the Google Drive on the Learner Tenant (Username: schoolID@region.deped.gov.ph).
3. In the Drive, there is a directory which contains the learner credentials of students in his/her school.
4. The School ICT Administrator may reset learner account passwords using the same credentials thru admin.google.com.

MICROSOFT 365 EDUCATION

1. The School ICT Administrator will receive an email in the School Email (SchoolID@deped.gov.ph) containing links to the following:
 - a. Guidelines on the Use and Administration of G Suite for Education and Microsoft 365 Education
 - b. Instruction file for students on accessing Microsoft 365 Education and Setting up Self-Service Password Reset
 - c. SharePoint folder containing learner account credentials
2. Included in the email is the school administrator user account credentials for the regional tenant (schoolID@region.deped.gov.ph) to reset the password of learner accounts which can be accessed thru admin.microsoft.com by October 5, 2020.

DO NOT SHARE the user account credentials with unauthorized personnel.