



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION
 Schools Division of Biñan City
 RECORDS SECTION

RECEIVED
 FEB 14 2025
 By: PAUL 10:04 am

14 Feb 2025

DIVISION MEMORANDUM

OSD-2025- 007

**INSTALLATION AND LICENSE ACTIVATION FOR DEPED COMPUTERIZATION
 PROGRAM (DCP) ELECTRONIC CART (ELC) PACKAGE**

To: Assistant Schools Division Superintendent
 Chief, School Governance and Operations Division
 Chief, Curriculum Implementation Division
 All Concerned Schoolheads

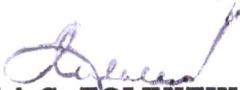
1. In accordance with ICTS-OD-MM-2025-0689, the ICT Unit will conduct a comprehensive monitoring activity and facilitate account activation to ensure the proper installation and activation of Adobe Creative Cloud on DCP eLearning cart packages from February 17 to March 14, 2025.
2. This activity aims to ensure compliance with the mandate of ICTS-TID, requiring that all DCP packages be installed with an Adobe Creative Cloud license on or before March 31, 2025.
3. Below are the schools included in the activity along with their respective schedules:

	School Name	Date
1	Nereo R. Joaquin NHS	February 21, 2025
2	Jacobo Z. Gonzales Memorial NHS	February 27, 2025
3	Binan Secondary School of Applied Academics	February 28, 2025
4	Binan Integrated NHS	March 4, 2025
5	Binan City Science and Technology HS	March 5, 2025
6	Mamplasan NHS	March 6, 2025
7	Binan City SHS – San Antonio Campus	March 7, 2025

4. Prepare the required data needed: **DepEd account and full name** of learners, teachers, and school personnel who will utilize Adobe products.

5. For inquiries and clarifications, please contact Lester R. Ramos, Division Information Technology Officer I via e-mail at lester.ramos@deped.gov.ph or by telephone at (049) 547-0105 Local 130.

6. Immediate dissemination of this Memorandum is desired.


MANUELA S. TOLENTINO, CESO V
Schools Division Superintendent

Encl: As stated

Reference:

OSDS/ICT / LRR / LRR / DM - INSTALLATION AND LICENSE ACTIVATION FOR DEPED
/ 02/14/2025 / COMPURETIZATION PROGRAM (DCP) ELECTRONIC CART (ELC) PACKAGE



Republika ng Pilipinas

Department of Education

INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

Office of the Director

MEMORANDUM

ICTS-OD-MM-2025-0689

FOR : **REGIONAL DIRECTORS
SCHOOL DIVISION SUPERINTENDENTS
REGIONAL IT OFFICERS
DIVISION IT OFFICERS
ALL OTHERS CONCERNED**

FROM : **2-13-25
SIDNEY A. ZOSA JR.
Director IV**

SUBJECT : **USER GUIDE FOR ADOBE PACKAGE INSTALLATION AND
LICENSE ACTIVATION IN DepEd COMPUTERAZATION
PROGRAM(DCP) ELECTRONIC CART (ELC) PACKAGE**

DATE : 13 February 2025

The Department of Education (DepEd), through the Information and Communications Technology Service (ICTS) aims to provide appropriate, quality and equitable technologies to enhance teaching and learning. With this, DepEd is distributing Adobe Creative Cloud licenses for 2022-2024 DCP eLearning Cart Packages.

The Adobe Creative Cloud licenses include the following applications: Photoshop, Illustrator, Acrobat, Premiere Pro, InDesign, Audition and After Effects.

The ICTS – Technology Infrastructure Division (TID) will be responsible for overseeing the installation progress and providing necessary technical assistance. To assist in this project, the Information Technology Officers (ITOs) in the Regions and Divisions shall ensure that all laptops under the 2022-2024 DCP eLearning Cart Packages are installed with the Adobe Creative Cloud license on or before March 31, 2025. The installer for the Adobe Creative Cloud license can be accessed through this link: https://bit.ly/Adobe_Installer. ITOs are authorized to use any appropriate strategy they deem necessary for the installation of the Adobe Creative Cloud license to the identified DCP devices.

All Regional ITOs are required to submit an installation report signed by your Regional Director, with the following details:

- Name of Division
- Name of School

- Number of eLC devices installed

Please submit the report on or before March 31, 2025, to icts.tid@deped.gov.ph, with a cc to icts.od@deped.gov.ph, and use the subject line **Adobe Installation Report**. The installation report template can be accessed via this link: https://bit.ly/Adobe_Report.

Included is the installation guide which can be found in Annex.

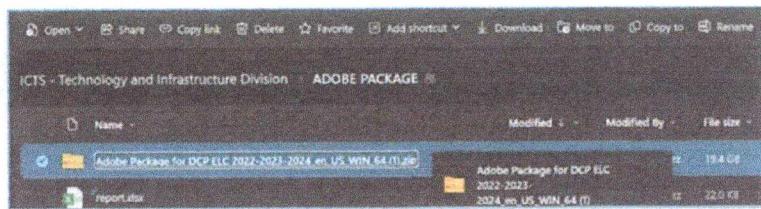
For concerns or issues during installation, ITOs may report them to the ICTS-TID via email at icts.tid@deped.gov.ph or by telephone at (02) 8633-2363.

Thank you.

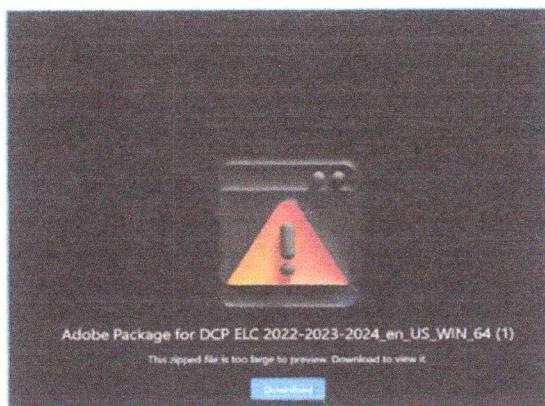
Annex

Installation Guide

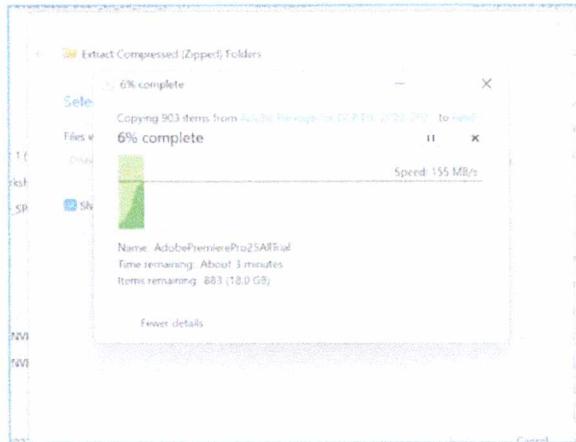
1. Uninstall all existing Adobe products from the laptop under Electronic Learning Cart (ELC) package as this may cause installation errors.
2. Internet access is required to;
 - Login to your Microsoft Account.
 - Go to https://bit.ly/adobe_installer_and_report_template



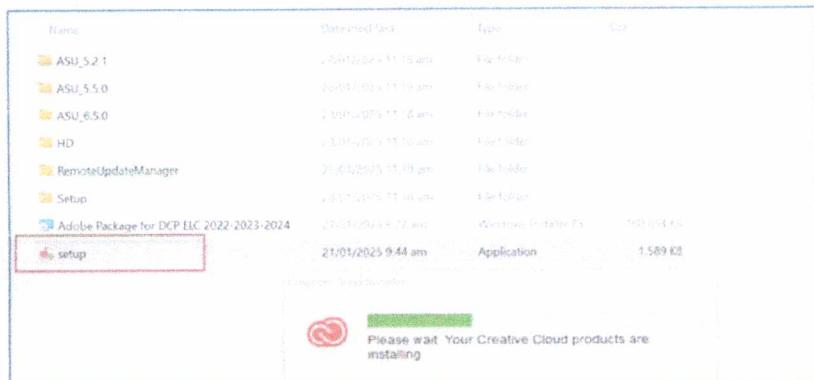
- Download the installer (19.4GB).



3. Extract the downloaded file.



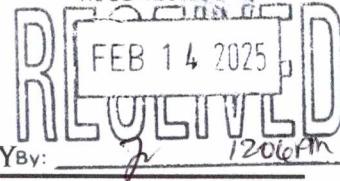
4. Double-click the **setup.exe** file to run the installer.



5. The license will be automatically activated upon installation.



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2	Jacobo Z. Gonzales Memorial NHS	February 25-26, 2025
3	Binan Secondary School of Applied Academics	February 27-28, 2025
4	Binan Integrated NHS	March 4-5, 2025
5	Binan City Science and Technology HS	March 6-7, 2025
6	Mamplasan NHS	March 11 – 12, 2025
7	Binan City SHS – San Antonio Campus	March 13,14, 2025

4. Prepare the required data needed: **DepEd account and full name** of learners, teachers, and school personnel who will utilize Adobe products.

5. For inquiries and clarifications, please contact Lester R. Ramos, Division Information Technology Officer I via e-mail at lester.ramos@deped.gov.ph or by telephone at (049) 547-0105 Local 130.

6. Immediate dissemination of this Memorandum is desired.

MANUELA S. TOLENTINO, CESO V
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