



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

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DIVISION MEMORANDUM

No. 330, s. 2021

**ACTIVATION OF LEARNER'S MICROSOFT ACCOUNTS**

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

1. To help facilitate and speed up the distribution and activation of learner's Microsoft O365 accounts, The office of the Undersecretary for Administration (OUA) releases these step-by-step materials for widest dissemination to learners and schools through their respective official social media accounts (Annex A.) The materials are also available for download through this link: <https://bit.ly/O365Steps>.
2. All concerned in the distribution and activation of learner's Microsoft O365 accounts are directed to provide the necessary support and guidance to ensure quick and efficient completion of the process.
3. For questions and clarifications, you may course them thru **Mr. Lester R. Ramos**, ITO I at [lester.ramos@deped.gov.ph](mailto:lester.ramos@deped.gov.ph) and/or **0961-4450-711**.
4. Immediate and widest dissemination of this Memorandum is earnestly desired.

*[Signature]*  
**EDNA FAURA-AGUSTIN**

Schools Division Superintendent

Encl: As stated

Reference: OUA MEMO 00-0821-0143

OSDS/ICT / DM-Activation of Learner's Microsoft Accounts  
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