



Republic of the Philippines  
**Department of Education**

REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division  
Superintendent**

**20 Apr 2022**

DIVISION MEMORANDUM  
OSDS No. **055**, s. 2022

**MICROSOFT 365 ADVOCACY MATERIAL AND STUDENT HELPDESK FOR  
LEARNERS**

To: Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary Schoolheads  
District/School ICT Coordinators  
All Others Concerned

1. In reference to Division Memorandum OSDS No. 038 s.2022 dated April 05, 2022 and OUA Memorandum 00-0821-0143 dated August 17, 2021 concerning the activation of learner's accounts, the Information and Communications Technology Service of the Department of Education has issued OUA Memorandum 00-0422-0104 titled **Student Helpdesk and Microsoft 365 Materials Available for All Learners** which contains advocacy materials and instructions on how to activate the learners' 365 accounts. The memorandum also contains an email of the Helpdesk where parents and learners can use to send their respective issues and concerns.
2. Anent this, all Schoolheads and School ICT Coordinators are directed to facilitate dissemination of the advocacy materials to their learners and ensure the activation of learner accounts. They are also directed to provide assistance to learners who have problems in activating their accounts.
3. For any inquiry regarding the implementation of the said program, personnel concerned are advised to contact Mr. Vincent P. Celda, IT Officer I through telephone no. 228-2396 from 8:00 a.m. to 5:00 p.m. only or send email through [ictu.southcotabato@deped.gov.ph](mailto:ictu.southcotabato@deped.gov.ph)
4. Immediate dissemination of this memorandum is directed.

  
**RUTH L. ESTACIO PhD, CESO VI**  
Schools Division Superintendent

Encl.: N o n e  
Reference: As stated  
To be indicated in the Perpetual Index

*SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020*



**Address:** Alunan Avenue, Koronadal City, South Cotabato 9506  
**Telephone Number:** (083)228-3801  
**Email Address:** [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)





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under the following subjects:

LEARNERS

VPC/DM-student helpdesk and m365 materials  
0000/April 20, 2022

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