



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

09 October 2023

Division Memorandum
 No. 347, s. 2023

GUIDELINES FOR MICROSOFT OFFICE ADOPTION

FOR : Elementary School Heads
 Secondary School Heads
 Public Schools District Supervisor
 All AO IIs assigned in Schools
 All ADAS III and II assigned in Schools

1. This is to inform all personnel that the email services of DepEd emails using Gmail have been disabled thus the Adoption of Microsoft (MS) Outlook. You can watch this video on how to login and update the account recovery of your MS Account.

tinyurl.com/sdotcmslog

2. All are advised to use MS Applications instead of the Google Apps to avoid complications in the future. Here is a guide:

GOOGLE	MICROSOFT	FUNCTION
Gmail	Outlook	Email services
Google Docs	Word	Processing tool that allows user to create, edit, and format text documents
Google Sheets	Excell	A spreadsheet
Google Slides	PowerPoint	Producing and editing slides and presentations
Google Meet	Teams	Collaboration platform for video conferencing
Google Drive	OneDrive	Cloud storage service
Google Forms	Microsoft Forms	A tool for creating surveys, quizzes, and polls

3. Field personnel accounts will now be following this format:

firstname.lastname@deped.gov.ph

* All in lowercase, no dashes, and no spaces. First name and last name is separated with a dot (.)

Example:

Name of Personnel : Valerie Ann Pit-og
 Account : valerieann.pitog@deped.gov.ph



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga

Email: tabuk.city@deped.gov.ph

Website: <https://www.depedtabukcity.com>

DepEd Tayo Tabuk City



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4. Account distribution will be tasked to AOIIs, ADASIII, and ADASII assigned to schools for security and confidentiality.

For immediate dissemination and strict compliance.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent