



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

5 March 2025

Division Memorandum
No. 103, s. 2025

ADOBE LICENSE ALLOCATION

FOR : **All School Heads**
All Teaching and Non-Teaching Personnel
SDO Personnel

1. In accordance with DepEd Memorandum No. 18, s. 2025, we are offering Adobe software licenses to personnel who require them for work-related tasks. Due to the limited number of available licenses, allocation will be done strictly on a request basis and will follow a first come, first served policy.
2. Employees who wish to avail themselves of a license may complete the online request form through the following link:

tinyurl.com/sdotcadobelicensereq

Kindly ensure that all required information is accurately provided to facilitate a smooth review and approval process.

3. The Adobe Creative Cloud includes, but is not limited to, the following applications:
 - a. Adobe Acrobat Reader: This app allows users to open, view, and interact with PDF documents. Forms can be filled out and comments added.
 - b. Adobe Lightroom: This photo editing app helps enhance and organize pictures. Adjustments to lighting, colors, and other elements can be made to improve photos.
 - c. After Effects: This app is used for creating animations and special effects for videos. It is used for adding motion graphics and visual effects to projects.
 - d. Audition: This audio editing app allows for recording, editing, and mixing sound. It is used for creating podcasts, music, and other audio projects.
 - e. Dreamweaver: This app helps design and develop websites. Web pages can be created and edited using a visual interface or by writing code.
 - f. Illustrator: This drawing app is used to create vector graphics, which are images that can be resized without losing quality. It is used for making logos, icons, and illustrations.



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DepEd Tayo Tabuk City



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- g. InDesign: This app is used for designing and laying out printed materials like magazines, brochures, and books. Text and images can be arranged to create professional-looking documents.
 - h. Photoshop: This is a photo editing app that allows for manipulating images. Photos can be retouched, digital artwork created, and graphics designed.
 - i. Premiere Pro: This app is used for video editing. Video clips can be cut and arranged, transitions and effects added, and polished videos created for various purposes.
4. We encourage those who truly need the software for their tasks to apply as soon as possible. For inquiries, please contact the IT Officer.

For immediate dissemination and strict compliance.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent