



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

May 06, 2025

DIVISION MEMORANDUM

No. 249, s. 2025

UPCOMING SOFTWARE LICENSE EXPIRATION

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID and SGOD)
 Public Elementary and Secondary School Heads
 Section/Unit Heads
 All Teaching and Non-Teaching Personnel
 All Others Concerned

1. For the information and guidance of all concerned, attached is a copy of Regional Memorandum No. 587, s. 2025 titled "Upcoming Software License Expiration."

2. Accordingly, please be advised that DepEd employees may get notifications about the expiration of their current Microsoft licenses starting on May 1, 2025, as part of the renewal procedure for M365 licenses. Please take note of the following information:

- No action is required on all recipients. The transition will be automatic.
- Existing account credentials and email address will remain unchanged.
- All license recipients will continue to have access to core Microsoft Office applications such as Word, Excel, PowerPoint, OneNote, Teams and Outlook.

3. For inquiries and/or concerns, please contact Mr. Eric Tapat, ITO I.



VILMA D. EDA, CESO V
 Schools Division Superintendent



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
 Telephone No: (077) 722-20-23 / (077) 632-05-33
 Email Address: vigan.city@deped.gov.ph
 Website: www.depedviganacity.com

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Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM
 No. 587 s. 2025

UPCOMING SOFTWARE LICENSE EXPIRATION

To: All Schools Division Superintendents

1. This is in reference to the OASIC-04292025 Memorandum dated April 29, 2025, titled Upcoming Software License Expiration.
2. In line with this, please be informed that beginning on May 1, 2025, as part of the ongoing renewal process for M365 licenses, DepEd employees may receive notification regarding the expiration of the current Microsoft license. Please be advised of the following:
 - o No action is required on all recipients. The transition will be automatic.
 - o Existing account credentials and email address will remain unchanged.
 - o All license recipients will continue to have access to core Microsoft Office applications such as Word, Excel, PowerPoint, OneNote, Teams and Outlook.
5. For queries and/or concerns, please contact ICTS-USD through email at icts.usd@deped.gov.ph.
6. For information and guidance.

TOLENTINO G. AQUINO
 Director IV

Encl.: As stated
 To be indicated in the Perpetual Index
 under the following subjects:

ICT PROGRAMS/PROJECTS/ACTIVITIES
 Microsoft365

ORD/ICTU/SCL/RM_M365LicenseExpiration
 April 29, 2025



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Republika ng Pilipinas

Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR INFORMATION AND COMMUNICATIONS TECHNOLOGY



MEMORANDUM
OASIC-04292025

FOR : UNDERSECRETARIES
 ASSISTANT SECRETARIES
 BUREAU AND SERVICE DIRECTORS
 REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS
 PUBLIC SCHOOL HEADS
 ALL OTHERS CONCERNED

FROM : ATTY. MARCELINO G. VELOSO III
 Assistant Secretary

SUBJECT : UPCOMING SOFTWARE LICENSE EXPIRATION

DATE : 29 April 2025

The Information and Communications Technology Service wishes to inform you of an important update regarding your Microsoft accounts.

Beginning May 1, 2025, as part of the ongoing renewal process for M365 licenses, DepEd employees may receive notifications regarding the expiration of their current Microsoft license.

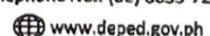
Please be advised of the following:

- No action is required on your end. The transition will be automatic.
- Your existing account credentials and email address will remain unchanged.
- You will continue to have access to core Microsoft Office applications such as Word, Excel, PowerPoint, OneNote, Teams, and Outlook.

Should you encounter any issues or have questions during this transition, kindly email the ICTS-User Support Division at icts.usd@deped.gov.ph.

We appreciate your understanding and cooperation as we continue to optimize our digital platforms for better teaching and learning experiences.

Thank you.



Room 105, 1st Floor Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone No.: (02) 8633-7256