



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA DEL NORTE



5 May 2025

DIVISION MEMORANDUM

No. 259, s. 2025

**DISSEMINATION OF MEMORANDUM OASIC-04292025
(UPCOMING SOFTWARE LICENSE EXPIRATION)**

To: All Teaching Personnel
All Non-Teaching Personnel
This Division

1. Enclosed is a copy of the Memorandum OASIC-04292025 from Atty. Marcelino G. Veloso III, Assistant Secretary, Department of Education, regarding the aforementioned subject. The contents of the memorandum are self-explanatory and are provided for the information of all personnel.

2. Immediate and wide dissemination of this Memorandum is desired.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent

ATCH: As stated

To be indicated in the Perpetual Index
under the following subjects:

ICT MEMO/SOFTWARE LICENSE



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Republika ng Pilipinas

Department of Education

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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.