



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**



0425070993

**DIVISION MEMORANDUM**

**OSDS-2025-** *124*

To : All Teaching and Non-Teaching Personnel

Subject : UPCOMING SOFTWARE LICENSE EXPIRATION

Date : May 6, 2025

Attached is DepEd Memorandum OASIC-04292025 dated April 29, 2025 regarding the upcoming software license expiration. The Information and Communication Technology Service wishes to inform you of an important update regarding our 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, Power Point, OneNote, Teams, and Outlook.

Please be guide accordingly.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO, PHD CESO VI**  
Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
DATE: *MAY 06 2025* TIME: *4:47*  
BY: *[Signature]*



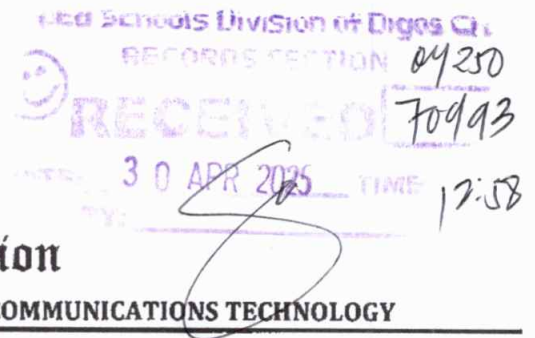
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Republika ng Pilipinas

## 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

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



DepEd Philippines



@depedphilippines



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[www.deped.gov.ph](http://www.deped.gov.ph)

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