



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

02 May 2025

DIVISION MEMORANDUM
No. 274 s. 2025

UPCOMING SOFTWARE LICENSE EXPIRATION

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In reference to Software License Expiration MEMORANDUM OASIC-04292025. The Office is here to inform DepEd personnel / users of Microsoft services that there will be a renewal.
2. The Information and Communications Technology Service wishes to inform the personnel of an important update regarding the Microsoft account. 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.
3. Should you encounter any issue or have question during this transition, kindly email the ICT Unit of the Division at ict.tayabas@deped.gov.ph or call us at (042) 785 9615 local 108 / 102.
 4. For information and guidance.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: MEMORANDUM OASIC-04292025
To be indicated in the Perpetual Index
under the following subjects:

EMAIL / MICROSOFT

OSDS-ICT-upcoming software license expiration
ICTRJ1KK-000254/May 02, 2025



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.