Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0920-0166
MEMORANDUM
18 September 2020
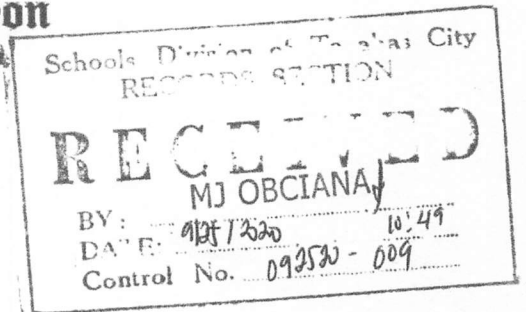
For: **Undersecretaries**
Assistant Secretaries
Bureau and Service Directors
Division Chiefs
Regional Directors
Schools Division Superintendents

Subject: **DEADLINE EXTENSION FOR DATA GATHERING ON
PREFERRED MOBILE INTERNET NETWORK PROVIDER**

In relation to OUA Memo 0920-0137 and 0920-0124 (attached), this is to extend the **deadline** for the activation of DepEd Commons Account and updating of required information on mobile internet network provider preference to **September 28, 2020, Monday, at 5:00 PM**.

The email to confirm your accounts was sent to your O365 deped.gov.ph account.

1. Ensure that you open this email account. Please setup your self-service password reset for ease of use in the future.
2. In the email sent to you, click the activate link and it will prompt you to reset your password and then update your information.
3. Make sure that all information that you provide is accurate.

For queries regarding DepEd Commons account activation, contact commons.helpdesk@deped.gov.ph. For queries regarding DepEd O365 account, contact your respective Information Technology Officers.

Thank you.

ALAIN DEL B. PASCUA
Undersecretary

Scan this QR Code to view
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of Major Programs

OUAD00-0920-0137
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please scan the QR Code

OUA MEMO 00-092-0137
MEMORANDUM
16 September 2020

For: **Regional and Division Offices**
          Schools and Learning Centers

Subject: **DATA GATHERING ON PREFERRED MOBILE**
          INTERNET NETWORK PROVIDER

In relation to the recently released OUA Memo 0920-0124 (attached), this is to provide **clarity on how to activate your DepEd Commons Account**, and more importantly UPDATE the required information to gather your preferred mobile network.

The particular email to confirm your accounts is sent to your O365 deped.gov.ph account.

1. Ensure that you open this email account and contact your local ITO if you encounter concerns/problems about activating/opening your email.
2. In the email sent to you, click the activate link and it will prompt you to reset your password and then update your information.
3. Make sure that all information that you provide is accurate.

Why DepEd Commons:

1. The portal has a facility for everyone to have a secure account profile and you can update it anytime you need.
2. The portal has the feature to quickly generate reports to help DepEd Management with decisions to improve the organizations.
3. For future use, your DepEd Commons account will be linked to all DepEd Apps that will be developed and you only need to remember one password to use all of them.

For queries, contact commons.helpdesk@deped.gov.ph.

Let us all work hand in hand to make this school opening a success!

Thank you.

ALAIN DEL B. PASCUA
Undersecretary

OUAD00-0920-0124
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OUA MEMO 00-0920-0124
MEMORANDUM
15 September 2020

For: **Regional and Division Offices**
Schools and Learning Centers

Subject: **DATA GATHERING ON PREFERRED**
MOBILE INTERNET NETWORK PROVIDER

The Department of Education is preparing for **the provision for monthly connectivity and communications expense** from the major telecommunications companies for employees across the Department.

In order to qualify for the provision for connectivity and communications expense and to determine the appropriate quantities, **all regional, division and school employees (teaching and non-teaching) are tasked to register and update their information in DepEd Commons** in accordance with OUA Memo 00-0820-0083 by:
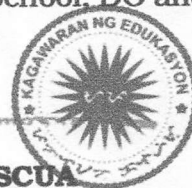
1. Logging in to your respective deped.gov.ph email
2. Confirming the DepEd Commons Account Activation
3. Updating all the information including your mobile number, current mobile service provider, and preferred mobile service provider, which are required fields
4. Clicking submit.

Attached herewith is Annex A: DepEd Commons Account Activation Guide. **Deadline of registration will be on 21 September 2020** at 12:00 noon. **Only those who have registered and activated their accounts will be qualified** as beneficiaries of the connectivity and communications expense

For queries regarding DepEd Commons account activation, contact commons.helpdesk@deped.gov.ph. For queries regarding DepEd email address issuance , contact your respective Information Technology Officers (for School, DO and RO personnel) and support.accounts@deped.gov.ph (for CO Personnel).

For immediate and appropriate action.

ALAIN DEL B. PASCUA
Undersecretary

ANNEX A: DEPED COMMONS ACCOUNT ACTIVATION WORKFLOW

1. Access your DepEd email and check inbox for an email with subject **"Your DepEd Commons account is created and needs to be activated!"** as shown in *Fig. 1* below.

Your DepEd Commons account is created and needs to be activated! ⚛ Inbox x

Deped Commons Mailer ... ·   12:03 AM (6 hours ago)   ☆   ⇜   ⋮
to jaja ▾

Hello Jaja!

Welcome to your DepEd Commons account!

To activate, click on this link and set up your password.

After activating your account, you may now:

     1. Update your user profile here; and,
     2. Link and sync your account to other supported DepEd Apps.

Quicker, easier! You can now access DepEd Commons and all other DepEd Apps seamlessly using just one password!

Here are the links again:

- Activate your DepEd Commons account:
  http://commons.deped.gov.ph/account/s/
  confirmation?confirmation_token=xCHH9sdfi)

- Update and complete your account profile:
  http://commons.deped.gov.ph/account/e/ll.
  95.1a88.a4kas.ag-1a20-5834a97031.

- Login to DepEd Commons using your activated account:
  http://commons.deped.gov.ph/account/s_aco_ii

Let us all work conscientiously together as the school opening is fast approaching.

Thank you and keep safe always!

Fig. 1: System sends auto-generated email to a properly migrated user account. If the pre-registered email is unique, active, and working, user receives a similar email as above.

2. For security, ensure that the email was sent from **"DepEd Commons Mailer <deped-commons@mg.deped.gov.ph>"**

3. Click the appropriate link to activate your DepEd Commons account. You will be redirected to a page to set up your new password and confirm it. Click "Change my password" to save your updated password as shown in *Fig. 2*. After confirming changes, you will be automatically logged in to your DepEd Commons portal.

4. Once logged in, access your profile page. This can be done by:

   (a) going back to the activation email and clicking the "Update and complete your account profile" link, OR,

   (b) on the DepEd Commons account menu, click the user link as shown in *Fig. 3*.

5. Review and update your profile page ensuring that all information are current. When updating, take note of the following options (see *Fig. 4*):

   (a) Select if main and current designation is either a Teaching or a Non-teaching position.

   (b) Under **School** selection and if not assigned to a specific school, select "click here" to toggle on selecting only the geographic unit where you are assigned.

   (c) When done, click "Update".

6. To access or log back in to DepEd Commons using activated account, go to https://commons.deped.gov.ph/accounts/sign_in.

Your email address has been successfully confirmed. Please set your desired password.

Change your password

New password
(8 characters minimum)

••••••••

Confirm new password

••••••••

Change my password

Log in
Sign up
Didn't receive confirmation instructions?
Login as Approver
Login as Uploader

Fig. 2: Activation page displays alert that "Your email address has been successfully confirmed." Setting up a password fully activates account.

Public

User Guide

Feedback
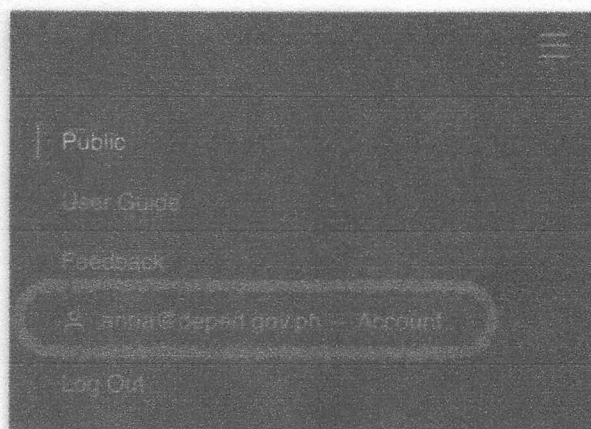
anna@deped.gov.ph — Account

Log Out

Fig. 3: From the DepEd Commons menu, clicking the user account link directs to the update profile page, too.

Personal Details

I am: ⊗ Teaching

⊗ Non-teaching

Select appropriate position category

First name

Anna

Middle name

Mairiam

Last name

Salas

Mobile number

09998884321

Fill-out or update contact number

Designation

Teacher III

School

Mamerto C. Bernardo Memorial Ce... ▾

Not assigned to school? Click here.

Select appropriate unit or geographic assignment

Login Credentials

Leave this section blank unless doing a password update or reset

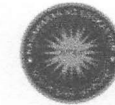Password *(leave blank if you don't want to change it; 8 characters minimum)*

Password confirmation

Current password *(we need your current password to confirm your changes)*

Fig. 4: The Update User Profile page.

Update

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OUA MEMO 00-0920-0124
MEMORANDUM
15 September 2020

For: **Regional and Division Offices**
Schools and Learning Centers

Subject: **DATA GATHERING ON PREFERRED**
MOBILE INTERNET NETWORK PROVIDER

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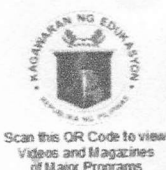For immediate and appropriate action.

ALAIN DEL B. PASCUA
Undersecretary

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Your DepEd Commons account is created and 🖶 needs to be activated! Inbox x

Deped Commons Mailer ... 12.03 AM (6 hours ago) ☆ ⤺ ⋮
to jaja ▾

Hello Jaja!

Welcome to your DepEd Commons account!

To activate, click on this link and set up your password.

After activating your account, you may now:

1. Update your user profile here; and,
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Here are the links again:

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- Login to DepEd Commons using your activated account:

Let us all work conscientiously together as the school opening is fast approaching.

Thank you and keep safe always!

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   (b) Under **School** selection and if not assigned to a specific school, select "click here" to toggle on selecting only the geographic unit where you are assigned.

   (c) When done, click "Update".

6. To access or log back in to DepEd Commons using activated account, go to https://commons.deped.gov.ph/accounts/sign_in.

Fig. 2: Activation page displays alert that "Your email address has been successfully confirmed." Setting up a password fully activates account.
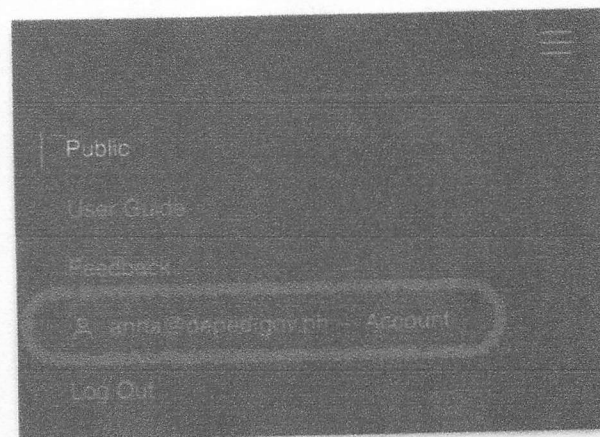

Fig. 3: From the DepEd Commons menu, clicking the user account link directs to the update profile page, too.

Personal Details

I am: ⊘ Teaching —————————————— *Select appropriate position category*

⊘ Non-teaching

First name

Anna

Middle name

Mairiam

Last name

Salas

Mobile number

09998884321 ——————————— *Fill-out or update contact number*

Designation

Teacher III

School

Mamerto C. Bernardo Memorial Ce... ▾

Not assigned to school? Click here. ——————— *Select appropriate unit or geographic assignment*

Login Credentials ————————————— *Leave this section blank unless doing a password update or reset*

Password *(leave blank if you don't want to change it; 8 characters minimum)*

Password confirmation

Current password *(we need your current password to confirm your changes)*

Fig. 4: The Update User Profile page.

Update