



Republic of the Philippines
Department of Education
Region I

DEPED REGIONAL OFFICE I
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Office of the Regional Director


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REGIONAL MEMORANDUM
No. 711, s. 2020

**REVISION OF PROCEDURES FOR O365 IDENTITY AND ACCOUNT
MANAGEMENT FOR REGIONAL OFFICE, DIVISION OFFICE AND
SCHOOL EMPLOYEES**

To: All Schools Division Superintendents

1. This has reference to OUA Memorandum No. 00-1120-0186 dated November 16, 2020, entitled *Revision of Procedures for O365 Identity and Account Management for Regional Office, Division Office and School Employees.*
2. Attached is the memorandum for reference.
3. For information, guidance and compliance.


TOLENTINO G. AQUINO
 Director III
 Officer-In-Charge
 Office of the Regional Director

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

ICT	REFERENCE
PROJECT/PROGRAMS	GUIDELINES

ORD/ICTU/scl/RMICTU
November 23, 2020

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By: _____ Time: 9:30

OJA MEMO 00-1120-0186
MEMORANDUM
16 November 2020

For: **Regional Directors and BARMM Education Minister
Schools Division Superintendents**

Attn: **Regional Information Technology Officers
Division Information Technology Officers**

Subject: **REVISION OF PROCEDURES FOR OFFICE 365 IDENTITY
AND ACCOUNT MANAGEMENT FOR REGIONAL OFFICE,
DIVISION OFFICE, AND SCHOOL EMPLOYEES**

In relation to OUA Memo 14-0320-0703, the Information and Communications Technology Service (ICTS) is revising the procedures in Microsoft 365 user account creation, password reset, update and deletion.

Password Reset

Regional and Division IT Administrators shall have access to a password reset facility for accounts of schools and employees in the regional office, division office, and schools. This password reset facility is available thru **mystaff.microsoft.com** and can be accessed using the admin accounts indicated in **Annex 1. My Staff**.

Creation, Update and Deletion

The ICTS is also updating its OAMF as there have been numerous incidents of non-compliance to the procedure and required format for processing of Microsoft 365 accounts. The Office 365 Account Management Form (OAMF) version 3 and its procedure shall supersede previous templates and procedures. Please see **Annex 2. Office 365 Identity and Account Management v3** for the procedure. The OAMF v3 will only be shared to the Microsoft 365 Admin Account of each Regional and Division IT Administrator in the main tenant (@deped.gov.ph).

Requests should strictly follow the format specified in **Annex 3. Format Guide**.



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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