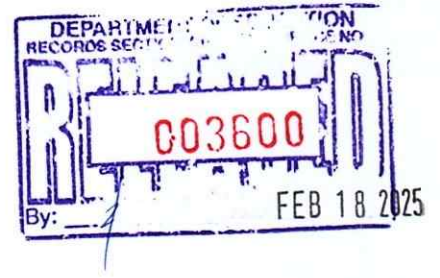




Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 250, s. 2025

**USER GUIDE FOR ADOBE PACKAGE INSTALLATION AND LICENSE
 ACTIVATION IN DEPED COMPUTERIZATION PROGRAM (DCP) E-
 LEARNING CART PACKAGE (ELC)**

To: **All Schools Division Superintendents**

1. This is reference to the ICTS-OD-MM-2025-0689 Memorandum dated February 13, 2025, titled User Guide for Adobe Package Installation and License Activation in DepEd Computerization Program (DCP) E-Learning Cart Package (ELC).
2. In line with this, DepEd is distributing Adobe Creative Cloud licenses for 2022-2024 DCP e-Learning Cart Package. All Information Technology Officers in the Divisions shall ensure that all laptops under the 2022-2024 DCP e-Learning Cart Packages are installed with the Adobe Creative Cloud license on or before March 31, 2025. Likewise, all SDO ITOs are required to submit an installation report on or before April 1, 2025 to **ictu.region1@deped.gov.ph**. The installation report template can be accessed via the link: **https://bit.ly/Adobe_Report**.
3. The installer for the said license can be accessed through the link: **https://bit.ly/Adobe_Installer**.
4. Other provisions on the implementation are stated in the Memorandum.
5. Attached is the Memorandum for reference.
6. For queries and/or concerns, please contact ICTS-TID through telephone numbers (02) 8633-2363 or email at **icts.tid@deped.gov.ph**.



Flores St., Catbangan, City of San Fernando, La Union
 Telephone Nos.: (072) 607-8137/682-2324
 DepEd Region I | region1@deped.gov.ph
www.depedro1.com

Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	1 of 2



Documan 8



Republic of the Philippines
Department of Education
REGION I

7. For information, guidance and compliance.


TOLENTINO G. AQUINO
Director IV

Reference: None

Encl.: None

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

DCP

ORD/ICTU/SCL/RM_ADOBEPackageInstallation
February 17, 2025



Flores St., Catbangan, City of San Fernando, La Union
Telephone Nos.: (072) 607-8137/682-2324
f DepEd Region I @ region1@deped.gov.ph
M www.depedro1.com

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Republika ng Pilipinas

Department of Education

INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

Office of the Director

MEMORANDUM

ICTS-OD-MM-2025-0689

FOR : **REGIONAL DIRECTORS
SCHOOL DIVISION SUPERINTENDENTS
REGIONAL IT OFFICERS
DIVISION IT OFFICERS
ALL OTHERS CONCERNED**

FROM : **SIDNEY A. ZOSA JR.**
Director IV *2-13-25*

SUBJECT : **USER GUIDE FOR ADOBE PACKAGE INSTALLATION AND
LICENSE ACTIVATION IN DepEd COMPUTERAZATION
PROGRAM(DCP) ELECTRONIC CART (ELC) PACKAGE**

DATE : 13 February 2025

The Department of Education (DepEd), through the Information and Communications Technology Service (ICTS) aims to provide appropriate, quality and equitable technologies to enhance teaching and learning. With this, DepEd is distributing Adobe Creative Cloud licenses for 2022-2024 DCP eLearning Cart Packages.

The Adobe Creative Cloud licenses include the following applications: Photoshop, Illustrator, Acrobat, Premiere Pro, InDesign, Audition and After Effects.

The ICTS – Technology Infrastructure Division (TID) will be responsible for overseeing the installation progress and providing necessary technical assistance. To assist in this project, the Information Technology Officers (ITOs) in the Regions and Divisions shall ensure that all laptops under the 2022-2024 DCP eLearning Cart Packages are installed with the Adobe Creative Cloud license on or before March 31, 2025. The installer for the Adobe Creative Cloud license can be accessed through this link: **https://bit.ly/Adobe_Installer**. ITOs are authorized to use any appropriate strategy they deem necessary for the installation of the Adobe Creative Cloud license to the identified DCP devices.

All Regional ITOs are required to submit an installation report signed by your Regional Director, with the following details:

- Name of Division
- Name of School

- Number of eLC devices installed

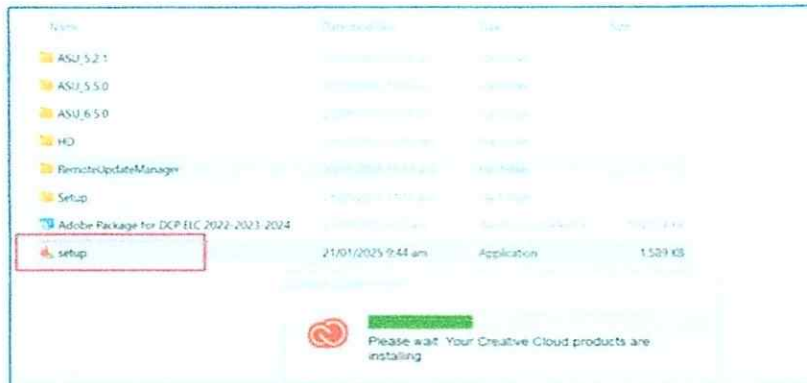
Please submit the report on or before March 31, 2025, to **icts.tid@deped.gov.ph**, with a cc to **icts.od@deped.gov.ph**, and use the subject line **Adobe Installation Report**. The installation report template can be accessed via this link: **https://bit.ly/Adobe_Report**.

Included is the installation guide which can be found in Annex.

For concerns or issues during installation, ITOs may report them to the ICTS-TID via email at **icts.tid@deped.gov.ph** or by telephone at (02) 8633-2363.

Thank you.

4. Double-click the **setup.exe** file to run the installer.



5. The license will be automatically activated upon installation.

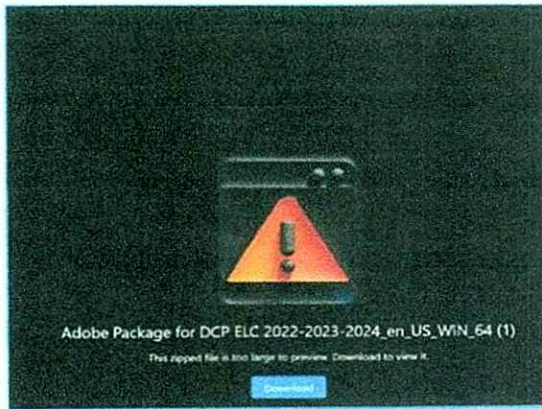
Annex

Installation Guide

1. Uninstall all existing Adobe products from the laptop under Electronic Learning Cart (ELC) package as this may cause installation errors.
2. Internet access is required to;
 - Login to your Microsoft Account.
 - Go to https://bit.ly/adobe_installer_and_report_template



- Download the installer (19.4GB).



3. Extract the downloaded file.

