



Republic of the Philippines
Department of Education
 REGION I



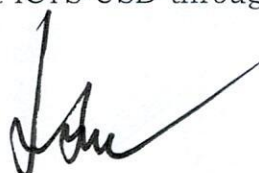
REGIONAL MEMORANDUM

No. 587 s. 2025

UPCOMING SOFTWARE LICENSE EXPIRATION

To: **All Schools Division Superintendents**

1. This is in reference to the OASIC-04292025 Memorandum dated April 29, 2025, titled Upcoming Software License Expiration.
2. In line with this, please be informed that beginning on May 1, 2025, as part of the ongoing renewal process for M365 licenses, DepEd employees may receive notification regarding the expiration of the current Microsoft license. Please be advised of the following:
 - o No action is required on all recipients. The transition will be automatic.
 - o Existing account credentials and email address will remain unchanged.
 - o All license recipients will continue to have access to core Microsoft Office applications such as Word, Excel, PowerPoint, OneNote, Teams and Outlook.
5. For queries and/or concerns, please contact ICTS-USD through email at icts.usd@deped.gov.ph.
6. For information and guidance.



TOLENTINO G. AQUINO
 Director IV

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

ICT PROGRAMS/PROJECTS/ACTIVITIES
 Microsoft365

ORD/ICTU/SCL/RM_M365LicenseExpiration
 April 29, 2025



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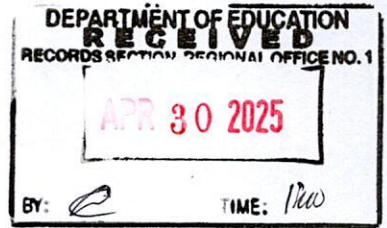




Republika ng Pilipinas

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

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.

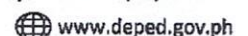
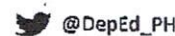
Please be advised of the following:

- 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.



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