Republic of the Philippines
Department of Education
REGION I

DEPARTMENT OF EDUCATION
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DATE: OCT 07 2026

REGIONAL MEMORANDUM
No. 1322, s. 2026

PROVISION OF MICROSOFT COPILOT LICENSES TO IT OFFICERS NATIONWIDE

To : **All Schools Division Superintendents**

1. Pursuant to Memorandum No. ICTS-OD-MEM100126-S2-1 dated October 1, 2026, signed by Engr. Franz Joseph D. Lobao, Director IV, Information and Communications Technology Service, entitled **Provision of Microsoft Copilot Licenses to IT Officers Nationwide**, informing that Microsoft Copilot Licenses have been provisioned to all designated IT Officer nationwide.

2. In this regard, all users are hereby enjoined to adhere strictly to applicable DepEd policies and all existing laws, rules, and regulations governing data privacy, information security, confidentiality, the acceptable use of ICT resources, and the responsible use of artificial intelligence. Utmost diligence and prudence shall be exercised in the processing or handling of personal, sensitive, confidential, restricted, or security-related information through AI-enabled platforms.

3. All concerned IT Officers are advised to refer to Annex A – Guide on Accessing Microsoft Copilot.

4. Other details are contained in the attached Memorandum for reference.

5. For information, guidance and strict compliance.

For the Regional Director:

RHODA T. RAZON, EdD, CESO IV
Director III / Assistant Regional Director

Reference: None
Encl.: Memorandum
To be indicated in the Perpetual Index
under the following subjects:

ICTS PPAs

ORD/ICTU/SCL/RM_MSCopilotLicenses
October 7, 2026

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Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

MEMORANDUM
ICTS-OD-MEM-100126-S2-1

FOR : **REGIONAL INFORMATION TECHNOLOGY OFFICERS**
DIVISION INFORMATION TECHNOLOGY OFFICERS

FROM : **ENGR. FRANZ JOSEPH D. LIBAO, PECE**
Director IV

SUBJECT : **PROVISION OF MICROSOFT COPILOT LICENSES TO IT OFFICERS NATIONWIDE**

DATE : 1 October 2026

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1. In support of the Department of Education's continuing digital transformation and responsible adoption of Artificial Intelligence (AI), the Information and Communications Technology Service (ICTS) informs all concerned that Microsoft Copilot licenses have been provisioned to designated IT Officers nationwide.

2. This initiative aims to equip IT Officers with AI-enabled tools that can support planning, documentation, research, data analysis, technical work, and other ICT-related functions, thereby improving productivity and strengthening the delivery of ICT services across all levels of governance.

3. The provision of Microsoft Copilot licenses also recognizes the important role of IT Officers as technology leaders and digital transformation enablers of the Department. IT Officers are encouraged to explore appropriate use cases and maximize the capabilities of the platform in support of their respective offices and functions.

4. All users shall observe applicable DepEd policies and existing laws, rules, and regulations on data privacy, information security, confidentiality, acceptable use of ICT resources, and responsible use of AI. Appropriate care shall be exercised when processing or handling personal, sensitive, confidential, restricted, or security-related information using AI-enabled platforms.

5. For guidance on accessing Microsoft Copilot, all concerned IT Officers are advised to refer to Annex A – Guide on Accessing Microsoft Copilot, which forms an integral part of this Memorandum.

6. For information, guidance, and appropriate action.