DEPARTMENT OF EDUCATION
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REGIONAL MEMORANDUM
No. 1511, s. 2026

MICROSOFT ACCOUNT LICENSE UPGRADE FOR REGIONAL AND DIVISION INFORMATION TECHNOLOGY OFFICERS

To : **All Schools Division Superintendents**

1. The Department of Education, through the Information and Communications Technology Service, announces the upgrading of the assigned Microsoft 365 Education licenses of Regional and Division Information Technology Officers from **A3** to **A5**. The initiative aims to strengthen the Department's digital capabilities by providing advanced tools for productivity, collaboration, data analytics, cybersecurity, compliance, and information technology administration.

2. The Microsoft 365 Education A5 subscription provides additional features and capabilities designed to improve operational efficiency, strengthen digital governance, enhance cybersecurity, and support data-driven decision-making. These enhanced capabilities include the following:

a. **Productivity and Collaboration.** Enhanced Microsoft 365 services, including additional Microsoft Teams audio-conferencing and phone-system capabilities;

b. **Data Analytics and Reporting.** Access to Power BI Pro for the development, sharing, and management of interactive dashboards and reports;

c. **Email and Endpoint Security.** Access to Microsoft Defender for Office 365 Plan 2 and Microsoft Defender for Endpoint Plan 2;

d. **Identity and Cloud Application Protection.** Access to Microsoft Entra ID Plan 2 and Microsoft Defender for Cloud Apps;

e. **Threat Detection and Investigation.** Advanced threat-detection capabilities and automated investigation tools; and

f. **Compliance and Data Governance.** Advanced data loss prevention, auditing, eDiscovery, and insider-risk management capabilities.

3. All concerned Regional and Division Information Technology Officers are expected to maximize the enhanced Microsoft 365 Education A5 capabilities in the following areas:

3.1. **Productivity and collaboration** by improving communication, coordination, and collaborative work through the appropriate use of Microsoft 365 services;
3.2. **Data analytics and reporting** by utilizing Power BI Pro to develop interactive dashboards, monitor ICT programs and operations, and provide evidence-based information to support management decision-making;
3.3. **Cybersecurity and identity protection** by strengthening safeguards against phishing, malware, unauthorized access, compromised accounts, and other cybersecurity threats through the available advanced security tools; and
3.4. **Compliance and data governance** by enhancing the protection, monitoring, classification, retention, and management of Department information through the available compliance and data-protection capabilities.

4. The use of the upgraded license and its corresponding applications shall be limited to authorized official purposes and shall be consistent with applicable DepEd policies on acceptable use, information security, data privacy, records management, and account administration.

5. Other details are contained in the attached Memorandum for reference and guidance.

6, Technical concerns requiring assistance from the Central Office may be referred through the appropriate channels to **icts.sdd@deped.gov.ph**.

7. For information, guidance and compliance.

ESTELA P. LEON-CARIÑO, EdD, CESO III
Director IV/ Regional Director

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

ICTS PPAs

ORD/ICTU/SCL/RM_MSAccntLicenseUpgrade
November 9, 2026

DepEd RO1
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ICTU260118

MEMORANDUM
ICTS-OD-MEM-110426-S2-1

TO : **REGIONAL DIRECTOR**
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL INFORMATION TECHNOLOGY OFFICERS
DIVISION INFORMATION TECHNOLOGY OFFICERS

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

SUBJECT : **MICROSOFT ACCOUNT LICENSE UPGRADE FOR INFORMATION TECHNOLOGY OFFICERS IN REGION AND DIVISION OFFICES**

DATE : 4 November 2026

1. The Department of Education (DepEd), through the Information and Communications Technology Service (ICTS), announces the upgrade of Microsoft 365 Education licenses assigned to Information Technology Officers (ITOs) from A3 to A5. This initiative aims to enhance the Department's digital capabilities by providing advanced tools for productivity, collaboration, data analytics, cybersecurity, compliance, and IT administration.

2. The Microsoft 365 A5 subscription provides additional features and capabilities designed to improve operational efficiency, strengthen digital governance, and support data-driven decision-making. The following table summarizes the key differences between Microsoft 365 A3 and A5:

2.1 Microsoft 365 Education A3 vs. A5 – Feature Comparison

Category / Capability	A3 License	A5 License
Productivity and Collaboration		
Microsoft Office	Word, Excel, PowerPoint,	Same applications

Applications	Outlook	
Teams and Collaboration	Standard Teams capabilities	Additional audio conferencing and phone system capabilities
Data Analytics		
Power BI	Power BI Pro not included	Power BI Pro included
Data Visualization and Reporting	Standard Excel reporting	Interactive dashboards and report sharing through Power BI Pro
Cybersecurity		
Email Security	Standard protection	Defender for Office 365 Plan 2
Endpoint Security	Defender for Endpoint Plan 1	Defender for Endpoint Plan 2
Identity Protection	Microsoft Entra ID Plan 1	Microsoft Entra ID Plan 2
Cloud Application Security	Limited capabilities	Defender for Cloud Apps
Threat Investigation	Basic capabilities	Advanced threat detection and automated investigation
Compliance and Data Governance		
Data Loss Prevention	Standard protection	Advanced DLP capabilities
Audit and eDiscovery	Standard capabilities	Advanced auditing and eDiscovery
Insider Risk Management	Not included	Included

3. With this upgrade, IT Officers are expected to maximize the additional capabilities of Microsoft 365 A5 in the following areas:

3.1. Productivity and Collaboration – Improve communication, coordination, and collaboration through enhanced Microsoft 365 services.

3.2. Data Analytics and Reporting – Utilize Power BI Pro to develop interactive dashboards, monitor ICT operations, and support evidence-based decision-making.

3.3. Cybersecurity and Identity Protection – Strengthen protection against phishing, malware, unauthorized access, and other cybersecurity threats through advanced security tools.

3.4. Compliance and Data Governance – Enhance the protection, monitoring, and management of Department information through advanced compliance and data protection capabilities.

4. All concerned IT Officers are encouraged to familiarize themselves with the enhanced capabilities of Microsoft 365 A5 and explore their appropriate application in improving ICT service delivery, operational monitoring, and digital governance across the Department.

5. For any further concerns or inquiries, please contact us via email at **icts.sdd@deped.gov.ph**.

6. For information and guidance.