




Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of negros oriental

Schools Division Superintendent

INTER-OFFICE MEMORANDUM

ICTU-IM-2022-45

TO : **ALL NEWLY HIRED DIVISION PERSONNEL**

FROM : 
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : **CREATION OF O365 AND G-SUITE ACCOUNTS**

DATE : July 11, 2022

This Office informs all the newly hired personnel of the Schools Division Office (SDO) of Negros Oriental to coordinate with the **ICT Unit** for the creation of the following DepEd official accounts:

- 1. Microsoft Office 365 Account (O365)**
- 2. Google Suite Account (GSuite)**

In line with this, an online form is created to facilitate the speedy gathering of data needed in the creation of the said accounts. All concerned division office personnel are hereby directed to accomplish the said form through this link:
<https://bit.ly/sdonegorACCOUNTS>.

For information, guidance, and compliance.

