



OJAD00-0322-0 193
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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OJA MEMO 00-0322-0193
MEMORANDUM
17 March 2022

For: **Schools Division Superintendents**
Regional/Division Information Technology Officers
School Heads
School ICT Coordinators
All Others Concerned

Subject: **DISTRIBUTION OF LEARNERS' GOOGLE WORKSPACE FOR
EDUCATION ACCOUNTS FOR SY2021-2022**


In line with the goal to continuously provide quality ICT-enabled education nationwide, the Office of the Undersecretary for Administration (OJA) through the Information and Communications Technology Service-Solutions Development Division (ICTS-SDD) releases the **Google Workspace for Education accounts** to its public school learners for SY2021-2022. This is in accordance with OJA Memorandum No. 00-0820-0130 titled *Guidelines on the Use and Administration of G Suite and Microsoft 365 for Education*.

Starting 17 March 2022, a spreadsheet containing the learner account credentials will be shared to each school's DepEd email (<**SchoolID**>@**deped.gov.ph**).

The School ICT Coordinators shall distribute these credentials to learners through a process they deem appropriate while strictly adhering to data privacy rules and guidelines and OJA Memorandum No. 00-0820-0130. Please refer to **Annex A** for additional details.

For more information, questions and concerns, kindly contact the ICTS-SDD through (02) 8633 2092 or email at support.accounts@deped.gov.ph.

For information and compliance.


ALAIN DEL B. PASCUA
Undersecretary



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Office of the Undersecretary for Administration (OJA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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Annex A

Accessing Student Accounts

1. A **spreadsheet containing the school ID** will be shared to the School ICT Administrator through the school email address (**<SchoolID>@depd.gov.ph**).

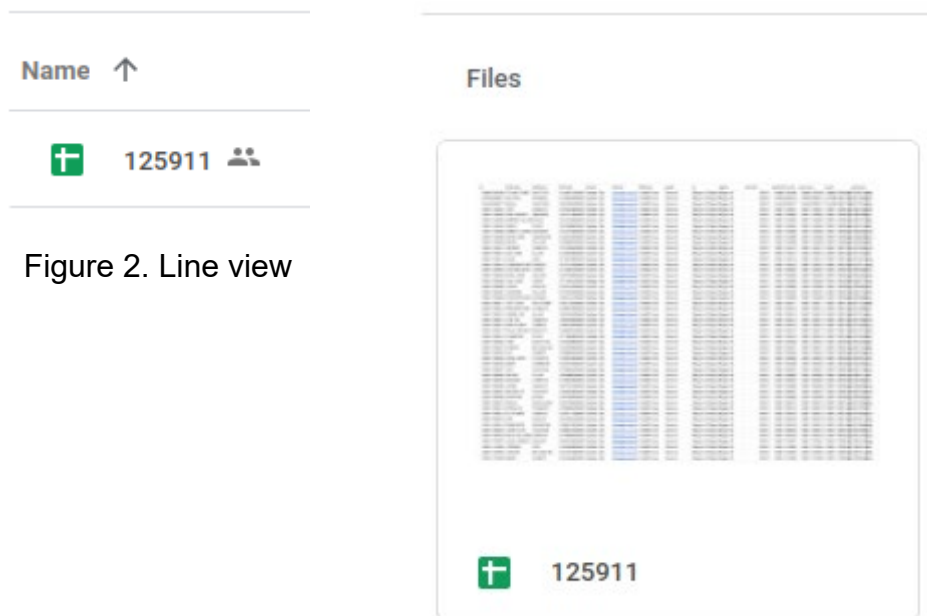


Figure 2. Line view

Figure 1. Grid view.

2. The School ICT Administrator should access the Google Drive on the Learner tenant:
 - Username: **ict-<schoolID>@<region>.depd.gov.ph**
 - Example ict-123456@r8.depde.gov.ph
3. In the Google Drive, there is a directory which contains the credentials of learners in his/her school.
4. The School ICT Administrator may reset learner account passwords using the same credentials through **admin.google.com** .

