DIVISION MEMORANDUM
No ______, s. 2020

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Administrative Officers/Unit Heads
Elementary and Secondary School Heads
Public Schools

DATA GATHERING ON PREFERRED MOBILE INTERNET NETWORK PROVIDER

1. Attached is OUA Memo 00-0920-0124 – Data Gathering on Preferred Mobile Internet Network Provider, content of which is self-explanatory.

2. All DepEd teaching and non-teaching personnel should check their deped.gov.ph via Gmail, and the ncr2.deped.gov.ph (O365 account) via MS Outlook, for email received from DepEd Commons Mailer.

3. For concerns regarding your deped.gov.ph or ncr2.deped.gov.ph, coordinate with the following:
   - School ICT Coordinator (school level, teacher accounts)
   - Ms. Ma. Ciliar Frogosa (division personnel)

4. For information and strict compliance.

SHERYLL T. GAYOLA
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

September 16, 2020
For: Regional and Division Offices
   Schools and Learning Centers

Subject: DATA GATHERING ON PREFERRED
   MOBILE INTERNET NETWORK PROVIDER

The Department of Education is preparing for the provision for monthly
connectivity and communications expense from the major telecommunications
companies for employees across the Department.

In order to qualify for the provision for connectivity and communications
expense and to determine the appropriate quantities, all regional, division and
school employees (teaching and non-teaching) are tasked to register and update
their information in DepEd Commons in accordance with OUA Memo 00-0820-0083
by:

1. Logging in to your respective deped.gov.ph email
2. Confirming the DepEd Commons Account Activation
3. Updating all the information including your mobile number, current mobile
   service provider, and preferred mobile service provider, which are required
   fields
4. Clicking submit.

Attached herewith is Annex A: DepEd Commons Account Activation Guide.
Deadline of registration will be on 21 September 2020 at 12:00 noon. Only those
who have registered and activated their accounts will be qualified as beneficiaries
of the connectivity and communications expense

For queries regarding DepEd Commons account activation, contact
commons.helpdesk@deped.gov.ph. For queries regarding DepEd email address
issuance, contact your respective Information Technology Officers (for School, DO and
RO personnel) and support.accounts@deped.gov.ph (for CO Personnel).

For immediate and appropriate action.

ALAIN DEL B. PASCUA
Undersecretary

Office of the Undersecretary for Administration (OUA)
[Administrative Service (AS), Information and Communications Technology Service (ICTS),
Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support
Services (BLSS), Davao Teachers Camp (BTC), Central Security & Safety Office (CSSO)]
ANNEX A: DEPED COMMONS ACCOUNT ACTIVATION WORKFLOW

1. Access your DepEd email and check inbox for an email with subject "Your DepEd Commons account is created and needs to be activated!" as shown in Fig. 1 below.

![Email Example]

Hello Jaja!
Welcome to your DepEd Commons account!
To activate, click on this link and set up your password.

After activating your account, you may now:
1. Update your user profile here; and,
2. Link and sync your account to other supported DepEd Apps.

Quicker, easier! You can now access DepEd Commons and all other DepEd Apps seamlessly using just one password!

Here are the links again:

- Activate your DepEd Commons account:

- Update and complete your account profile:
  [http://commons.deped.gov.ph/accounts/edit.9821hU3e.wikahsag-9520-8881ksiy5;ag12](http://commons.deped.gov.ph/accounts/edit.9821hU3e.wikahsag-9520-8881ksiy5;ag12)

- Login to DepEd Commons using your activated account:
  [http://commons.deped.gov.ph/accounts/sign_in](http://commons.deped.gov.ph/accounts/sign_in)

Let us all work conscientiously together as the school opening is fast approaching.

Thank you and keep safe always!

Fig. 1: System sends auto-generated email to a properly migrated user account. If the pre-registered email is unique, active, and working, user receives a similar email as above.

2. For security, ensure that the email was sent from "DepEd Commons Mailer <deped.commons@mg.deped.gov.ph>"
3. Click the appropriate link to activate your DepEd Commons account. You will be redirected to a page to set up your new password and confirm it. Click "Change my password" to save your updated password as shown in Fig. 2. After confirming changes, you will be automatically logged in to your DepEd Commons portal.

4. Once logged in, access your profile page. This can be done by:

   (a) going back to the activation email and clicking the "Update and complete your account profile" link, OR,

   (b) on the DepEd Commons account menu, click the user link as shown in Fig. 3.

5. Review and update your profile page ensuring that all information are current. When updating, take note of the following options (see Fig. 4):

   (a) Select if main and current designation is either a Teaching or a Non-teaching position.

   (b) Under School selection and if not assigned to a specific school, select "click here" to toggle on selecting only the geographic unit where you are assigned.

   (c) When done, click “Update”.

6. To access or log back in to DepEd Commons using activated account, go to https://commons.deped.gov.ph/accounts/sign_in.
Personal Details

I am: ☑ Teaching
☒ Non-teaching

First name
Anna

Middle name
Marriam

Last name
Salas

Mobile number
09998884321

Designation
Teacher III

School
Mamerto C. Bernardo Memorial C... Not assigned to school? Click here.

Login Credentials

Password (leave blank if you don't want to change it; 8 characters minimum)

Password confirmation

Current password (we need your current password to confirm your changes)

Select appropriate position category

Fill-out or update contact number

Select appropriate unit or geographic assignment

Leave this section blank unless doing a password update or reset

Fig. 4: The Update User Profile page.