



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0921-0208
MEMORANDUM
21 September 2021

For: **Undersecretaries**
Assistant Secretaries
Bureau and Service Directors
Division Chiefs
Regional Directors
Schools Division Superintendents
Regional Information Technology Officers
Division Information Technology Officers

Subject: **ADOBE ACCOUNTS ISSUANCE**

The Department of Education Information and Communications Technology Service has purchased subscription to Adobe Creative Cloud to serve the requirements of its offices and schools. The features, applications, and inclusions can be seen in this link: <https://www.adobe.com/sea/creativecloud.html>.

Each office in the Central Office (CO) shall be granted 6 Adobe subscriptions: 1 assigned to the office account and 5 assigned to employee accounts. Each Regional Office (RO) and Schools Division Office (SDO) shall be granted 15 Adobe subscriptions.

Please review the features of Adobe Creative Cloud to assign these to the employees who require them for the performance of their duties and responsibilities.

For ROs and SDOs, the following may be given priority if their roles require the use for the Adobe Creative Cloud Suite:

1. Information and Communications Technology Unit
2. Public Affairs Unit
3. Learning Resources Unit
4. Finance Chief
5. Head of Procuring Entity
6. Bids and Awards Committee Members
7. Bids and Awards Committee Secretariat



Office of the Undersecretary for Administration (OUA)

[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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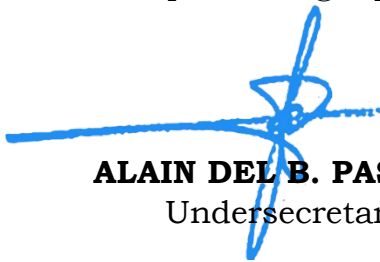
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The office representative for each CO office and the Information Technology Officer must submit the list of accounts through the Google Form <https://bit.ly/deped-adobe> on or before **October 1, 2021**. Users who have been previously granted accounts should not be included in the list. Only one submission per CO office, RO, and SDO shall be accepted.

For questions and concerns, please contact **Ms. Bernalou Julienne P. Parrucho**, Technical Assistant I, thru email bernalou.parrucho@deped.gov.ph.

Thank you.



ALAIN DEL B. PASCUA
Undersecretary



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