



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

RECORDS SECTION
FEB 21 2020

REGIONAL MEMORANDUM
No. 63, s. 2020

2/26/2020
Reproduction No. 056, s. 2020
GERMELINA H. PASCUAL/GESO V
Schools Division Superintendent

Handwritten initials and date: 2/21/20

AVAILABILITY OF MICROSOFT OFFICE AND MICROSOFT WINDOWS VOLUME LICENSES AND PRODUCT KEYS

To: **SCHOOLS DIVISION SUPERINTENDENTS**

1. The Technology Infrastructure Division (TID) of the Information and Communications Technology Service (ICTS) DepEd Central Office has released through email the available Microsoft Windows, Office Licenses and Product Keys.
2. These software and volume licenses are government properties and are exclusive for DepEd use only.
3. To secure a copy of these licenses, the School Head through the School ICT Coordinator, shall submit their request to the Division Information Technology Officers (DITOs) subject to approval by the Schools Division Superintendents.
4. For distribution, control, and accountability, only the following email addresses shall be notified and given access to the online file containing the aforementioned volume licenses:

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UPLOADED
Date: 2/28/20



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5. To prevent software piracy, Republic Act No. 10175 otherwise known as AN ACT DEFINING CYBERCRIME, PROVIDING FOR THE PREVENTION, INVESTIGATION, SUPPRESSION AND THE IMPOSITION OF PENALTIES THEREFOR AND FOR OTHER PURPOSES shall be strictly enforced, those licenses should not be proliferated outside the Department and be used for personal gain.
6. For proper guidance and strict compliance.

NICOLAS T. CAPULONG PhD, CESO V
Director III
Officer - In - Charge
Office of the Regional Director

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February 14, 2020



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