OUA MEMO 00-1020-0150
MEMORANDUM
05 October 2020

For: Regional and Division ITOs
Subject: DepEd Commons Admin View for IT Officers within their Jurisdiction

In relation to Memoranda 00-0820-0083 DepEd Commons Activation and 00-092-0137 Data Gathering on Preferred Network Provider issued by the Office of the Undersecretary for Administration (OUA), Regional and Division Information Technology Officers (ITO) will be provided an admin view role in DepEd Commons within their respective jurisdiction.

This provision will allow RITOs and DITOs to properly assist DepEd Teachers and Non-Teaching personnel in activating their DepEd Commons Accounts and in updating their profiles. The admin view will provide access to the following:

1. A general view of Users Account Statistics;
2. Search for a user’s first name, last name, email, or a combination of these if they are in the pre-approved list; and,
3. If a user is pre-approved, know the status of the account.

An email will be sent to IT Officers to securely access their respective admin view of the DepEd Commons Users. Attached to this memo is the DepEd Commons Admin View Guide.

For questions and clarifications, kindly contact commons.helpdesk@deped.gov.ph.

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), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]
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OUA MEMO 00-0820-0083
MEMORANDUM
12 August 2020

For: Regional Directors
Schools Division Superintendents
Regional and Division IT Officers
Public Elementary and Secondary School Heads

Subject: ACTIVATION OF OFFICIAL DEPED COMMONS ACCOUNT

To better optimize access, monitoring, and usage of online platforms provided for and by the Department of Education (DepEd), the migration of user accounts to the DepEd Commons must immediately commence.

The initial wave of migration is the creation of official DepEd Commons account for teachers. All teachers are hereby instructed to check their DepEd emails to activate their accounts.

Please be guided of the following:

1. Access your DepEd email account and check for an email notification with subject: “Your DepEd Commons account is created and needs to be activated!”;

2. For security, please ensure that the email is from “DepEd Commons Mailer <deped-commons@mg.deped.gov.ph>”;

3. Click the activation link in the email;

4. In the next page, an alert tells you that your account has been confirmed. You will also be instructed to set up your own unique and secure password and confirm it; and

5. Once password is set up, you will be redirected to the Edit Profile page to complete and update required fields as necessary.

Your activated and official DepEd Commons Account allows you to:
1. Use the DepEd Commons official account as a unified login to access other supported DepEd applications.

2. Link or update your DepEd Commons user profile for use across all supported DepEd applications.

3. Receive alerts and notifications from applications assigned to you on your official DepEd email account.

For feedback, questions, and clarifications, please contact the Information and Communications Technology Service (ICTS) at icts.od@deped.gov.ph.

For immediate and appropriate action.

ALAIN DEL B. PASCUA
Undersecretary
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](image)

Your DepEd Commons account is created and needs to be activated! 🔄

Hello Jaja!

Welcome to your DepEd Commons account!

To activate, [click on this link](http://commons.deped.gov.ph/accounts/confirmation?confirmation_token=skOIH9saefiJ) and set up your password.

After activating your account, you may now:

1. Update your user profile [here](http://commons.deped.gov.ph/accounts/edit.9821hU3e.wlkahsdg-9920-883ksjYTrq12) 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:

  - 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, if not automatically redirected to the Edit Profile page, access your profile either 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.

Fig. 2: Activation page displays alert that “Your email address has been successfully confirmed.” Setting up a password fully activates account.

Fig. 3: From the DepEd Commons menu, clicking the user account link directs to the update profile page, too.
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.
OUA MEMO 00-092-0137

MEMORANDUM
16 September 2020

For: Regional and Division Offices
Schools and Learning Centers

Subject: DATA GATHERING ON PREFERRED MOBILE
INTERNET NETWORK PROVIDER

In relation to the recently released OUA Memo 0920-0124 (attached), this is to provide clarity on how to activate your DepEd Commons Account, and more importantly UPDATE the required information to gather your preferred mobile network.

The particular email to confirm your accounts is sent to your 0365 deped.gov.ph account.

1. Ensure that you open this email account and contact your local ITO if you encounter concerns/problems about activating/opening your email.
2. In the email sent to you, click the activate link and it will prompt you to reset your password and then update your information.
3. Make sure that all information that you provide is accurate.

Why DepEd Commons:

1. The portal has a facility for everyone to have a secure account profile and you can update it anytime you need.
2. The portal has the feature to quickly generate reports to help DepEd Management with decisions to improve the organizations.
3. For future use, your DepEd Commons account will be linked to all DepEd Apps that will be developed and you only need to remember one password to use all of them.

For queries, contact commons.helpdesk@deped.gov.ph.

Let us all work hand in hand to make this school opening a success!

Thank you.

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 (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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OUA MEMO 00-0920-0124
MEMORANDUM
15 September 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
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![Email Example]

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After activating your account, you may now:

1. Update your user profile here; and,
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Quicker, easier! You can now access DepEd Commons and all other DepEd Apps seamlessly using just one password!

Here are the links again:

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