



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**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](mailto: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](mailto:support.accounts@deped.gov.ph) (for CO Personnel).

September 17, 2020

To: All Division and School Employees (Teaching and Non-teaching)

From: **MADELYN L. MACALLING, PhD. CESO VI**  
OIC – Office of the Schools Division Superintendent

Subject: As stated

For information, guidance, and strict compliance.

**ALAIN DEL B. PASCUA**  
Undersecretary

**Office for Administration (OUA)**  
and Communications Technology Service (ICTS),  
at Service (DRMIS), Bureau of Learner Support  
(BLS), Central Security & Safety Office (CSSO)  
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For immediate and appropriate action.

**ALAIN DEL B. PASCUA**  
Undersecretary



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**Office of the Undersecretary for Administration (OUA)**

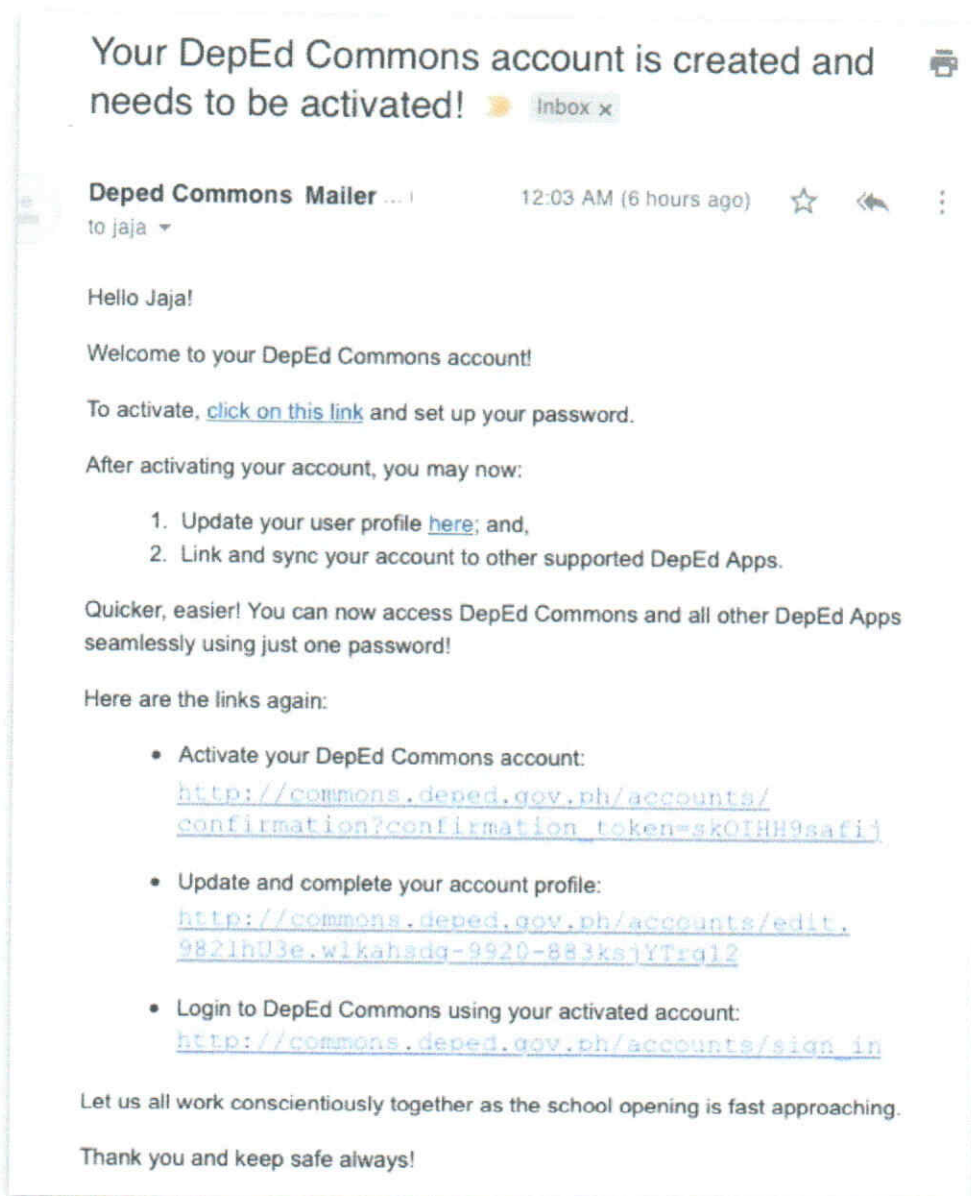
[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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## 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.



*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:

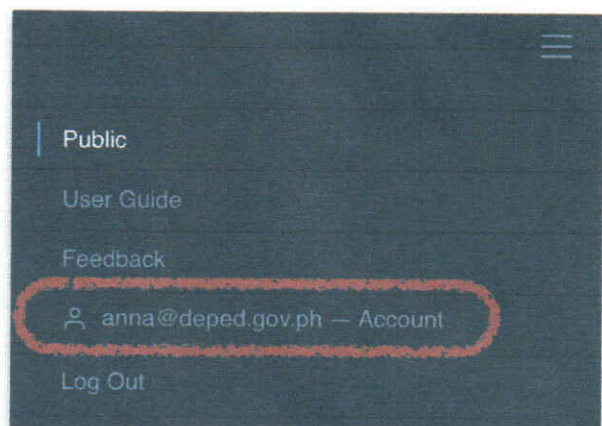
- (a) going back to the activation email and clicking the “Update and complete your account profile” link, OR,
- (b) on the DepEd Commons account menu, click the user link as shown in **Fig. 3**.

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](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.*



**Personal Details**

I am: ☒ Teaching ● *Select appropriate position category*

☐ Non-teaching

First name

Middle name

Last name

Mobile number  
 ● *Fill-out or update contact number*

Designation

School  
 ● *Select appropriate unit or geographic assignment*

Not assigned to school? [Click here.](#)

**Login Credentials** ● *Leave this section blank unless doing a password update or reset*

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)

Fig. 4: The Update User Profile page.

