



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

September 5, 2023

Division MEMORANDUM
No. 472, s. 2023

**DISTRIBUTION OF DIGITAL ARTS AND MULTIMEDIA TOOLS
(ADOBE CREATIVE CLOUD) ACCOUNT TO SELECTED TEACHERS, LEARNERS
AND NON-TEACHING PERSONNEL**

To: Schools Division Superintendent
Schools Division Office Personnel
Public Schools Division Supervisor/ District In-charge
Public School Teachers
Public School Learners
This Division

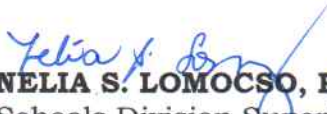
1. In with the DepEd Memorandum No. 039, s.2023 dated July 7, 2023, Administration and utilization of Digital Arts and Multimedia Tools in the Department of Education, the ICT Unit will be **distributing Adobe Create Cloud (ACC) licenses to eligible personnel.**
2. Here are the following eligible personnel to qualify for ACC licenses.
 - a. Schools Division Office Personnel
 - b. DepEd Public Teachers handling grade 7-8 Arts and Design and animation classes.
 - c. Grade 11 and 12 DepEd Public school learners currently enrolled in the Arts and Design Track and Animation specialization.
3. Each license can be used to install applications on two devices but cannot be used simultaneously. The users can access Adobe services and download the application through <https://creativecloud.adobe.com>. They shall use their account to sign in.
 - For Employees and Teachers use the MS 365 account.
<firstname>.<lastname>@deped.gov.ph
 - For learners
<LRNnumber>@caraga.deped.gov.ph
4. All users must follow the guidelines on the use of ACC Software and accounts.
 - a. All users are responsible for the content they create using the ACC and must ensure that it is appropriate.
 - b. ACC software must only be used for teaching, learning, operations, and governance purposes and must not be used for personal or commercial purposes.
 - c. Users must not share their license with any other person or entity.
 - d. All users must comply with license terms and conditions set by Adobe.
5. In case of noncompliance with guidelines mentioned above shall delete the accounts immediately.





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6. The validity of these licenses is until **April 5, 2024**, unless revoked by the ICT Unit.
7. For interested users, they must contact the IT Officer, Mr. Marvin G. Minguillan thru email address marvin.minguillan@deped.gov.ph to grant and give you access on the adobe license.
8. Attached is the User Guide in Signing in the DepEd Adobe Create Cloud.
9. Immediate dissemination of this Memorandum is desired.


NELIA S. LOMOC SO, PhD, CESO V
Schools Division Superintendent 

Encl.: As stated

Reference: DEPED MEMORANDUM NO. 039, S.2023 DATED JULY 7, 2023,
ADMINISTRATION AND UTILIZATION OF DIGITAL ARTS AND MULTIMEDIA TOOLS
IN THE DEPARTMENT OF EDUCATION

To be indicated in the Perpetual Index
under the following subjects:

MGM-ICT/ DISTRIBUTION OF DIGITAL ARTS AND MULTIMEDIA TOOLS (ADOBE CREATIVE CLOUD) ACCOUNT
TO SELECTED TEACHERS, LEARNERS AND NON-TEACHING PERSONNEL

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DepEd Adobe Creative Cloud

1. Visit **creativecloud.adobe.com** and click **Sign in**.



2. Input your **Microsoft 365 account** in the **Email address** and click **Continue**.
 - a. **Office staff and eligible teachers** - <firstname>.<lastname>@deped.gov.ph
 - b. **Schools** - <school_ID>@deped.gov.ph
 - c. **Eligible learners** - <LearnerReferenceNumber>@<tenant>.deped.gov.ph



3. Please use your **Microsoft 365 password** in the password field.
4. After successfully logging in, you may download Adobe Creative Cloud apps.

