OUAD00-0322-0 193
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OUA MEMO 00-0322-0193
MEMORANDUM
17 March 2022

For:	**Schools Division Superintendents**
	Regional/Division Information Technology Officers
	School Heads
	School ICT Coordinators
	All Others Concerned
Subject:	**DISTRIBUTION OF LEARNERS' GOOGLE WORKSPACE FOR EDUCATION ACCOUNTS FOR SY2021-2022**

In line with the goal to continuously provide quality ICT-enabled education nationwide, the Office of the Undersecretary for Administration (OUA) through the Information and Communications Technology Service-Solutions Development Division (ICTS-SDD) releases the **Google Workspace for Education accounts** to its public school learners for SY2021-2022. This is in accordance with OUA Memorandum No. 00-0820-0130 titled *Guidelines on the Use and Administration of G Suite and Microsoft 365 for Education.*

Starting 17 March 2022, a spreadsheet containing the learner account credentials will be shared to each school's DepEd email (**<SchoolID>@deped. gov.ph**).

The School ICT Coordinators shall distribute these credentials to learners through a process they deem appropriate while strictly adhering to data privacy rules and guidelines and OUA Memorandum No. 00-0820-0130. Please refer to **Annex A** for additional details.

For more information, questions and concerns, kindly contact the ICTS-SDD through (02) 8633 2092 or email at support.accounts@deped.gov.ph .

For information and compliance.

ALAIN DEL B. PASCUA
Undersecretary

Annex A

Accessing Student Accounts

1. A **spreadsheet containing the school ID** will be shared to the School ICT Administrator through the school email address **(<SchoolID>@deped. gov.ph).**
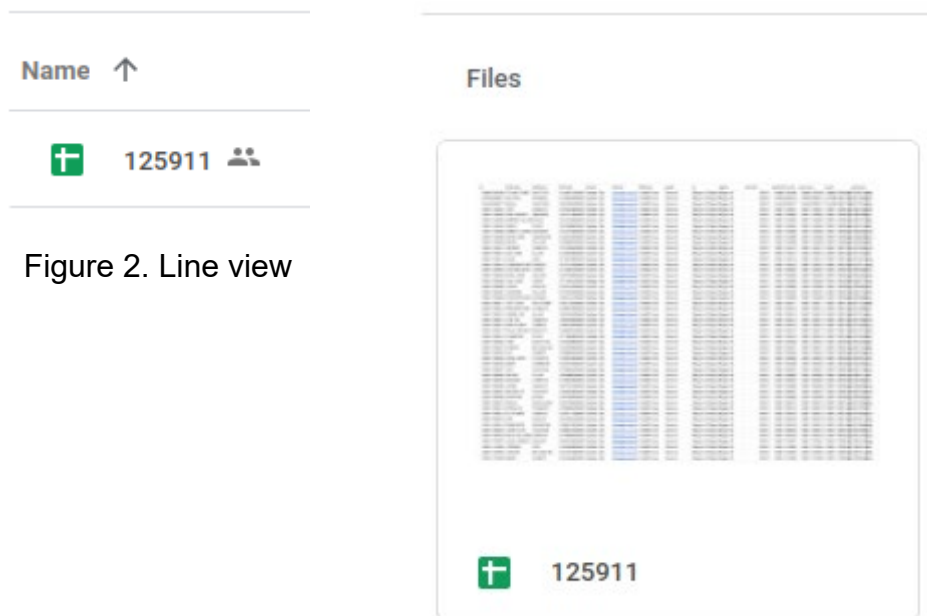

Figure 2. Line view

Figure 1. Grid view.

2. The School ICT Administrator should access the Google Drive on the Learner tenant:
   - Username: **ict-<schoolID>@<region>.deped.gov.ph**
   - Example ict-123456@r8.deped.gov.ph

3. In the Google Drive, there is a directory which contains the credentials of learners in his/her school.

4. The School ICT Administrator may reset learner account passwords using the same credentials through **admin.google.com .**