OUA MEMO 00-1021-0188

MEMORANDUM

20 October 2021

For:	**Regional Director, DepEd Regional Office III**
	Schools Division Superintendents
	Region and Division Information Technology Officers
	Region and Division Information Officers
	School Heads and Principals
	All Public School Teaching Personnel
Subject:	**ADOBE CREATIVE EDUCATORS' TRAINING FOR ALL TEACHING PERSONNEL OF DEPED REGION III**

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In line with OUA MEMO 00-0921-0913 through the Information and Communications Technology Service-Educational Technology Unit (ICTS-EdTech) and in partnership with Adobe, there will be a **series of clustered webinars** intended for the public-school teachers of Central Luzon relative to the distribution of Adobe software licenses and initial preparations for them to be certified as Adobe Creative Educator (ACE) Level 1.

This is in cognizance with the Department's provision of a total of 83,000 Adobe software licenses for qualified public school teachers.

ACE Level 1 passers will be given a licensed Adobe software tied up to their official DepEd email account which can be utilized for a period of one year.

The webinars are open to all DepEd teaching personnel and those who are designated as Learning Resource (LR) Coordinators as well as ICT Coordinators.

This session is a bichronous learning activity that will be aired on the official social media account of DepEd Regional Office III and cross-posted on the DepEd Tayo FB Pages of the Schools Division Offices on the following dates and schedules:

DATE	TIME	DIVISION
October 29, 2021		Aurora, Nueva Ecija, Cabanatuan City, Gapan City, San Jose City and Munoz Science City
November 5, 2021	9:00 am–12:00 nn	Bataan, Balanga City, Zambales, Olongapo City, Tarlac Province and Tarlac City
November 12, 2021		Pampanga, Angeles City, Mabalacat City and San Fernando City

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November 19, 2021		Bulacan, Malolos City, Meycauayan City and San Jose Del Monte City

The criteria and qualification to get an Adobe license from ICTS-EdTech are indicated in Annex A.

Annex B details the roles and responsibilities of each Regional and Division Office personnel in streaming this live event.

For questions and concerns, please contact Mr. Neil Arvin V. Bautista, Educational Technology Specialist and Project Lead for Adobe for Instruction Video Development, through email at neilarvin.bautista@deped.gov.ph.

For immediate and appropriate action.

ALAIN DEL B. PASCUA
Undersecretary

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ANNEX A:

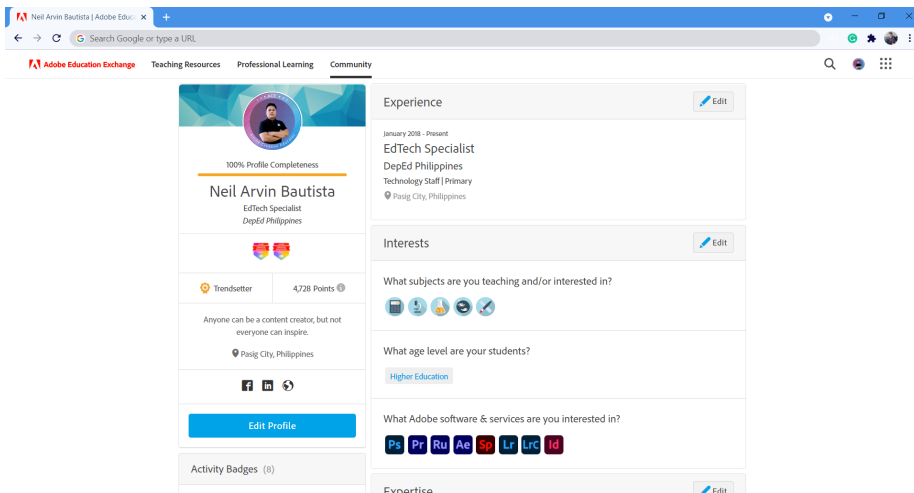**Criteria and Requirements for Acquiring a DepEd Adobe Software License**

Qualifications for the Program:
1. A teaching personnel handling any subject or grade level
2. A school personnel who has supervisory roles such as Head Teacher and Principal
3. Must have a DepEd email address. (For new teachers without DepEd email address, please contact your School ICT Coordinator.)
4. An applicant can use the school email address if it is under the DepEd domain.
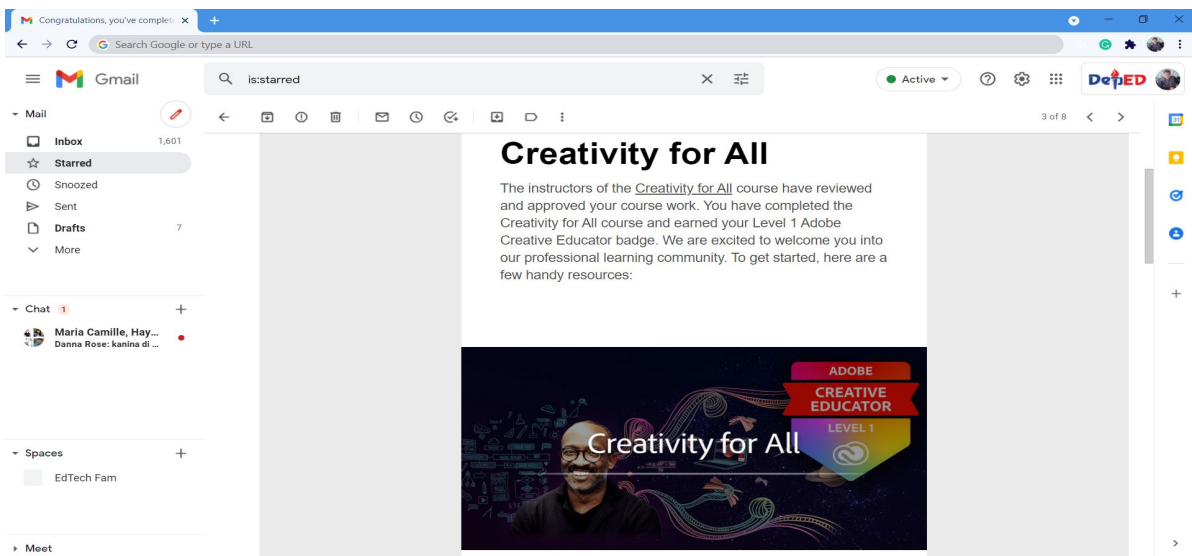5. Passed the Adobe Certified Educator (ACE) Level 1.

Procedures:
1. For asynchronous learning, teachers must enroll in the DepEd Professional Development Learning Management System with URL training.deped.gov.ph to access the webinar copy of the session. The participant must follow the guide and accomplish the needed task at the Adobe Education Exchange website.

2. For synchronous learning, teachers must watch via live streaming in the DepEd EdTech Unit YouTube Channel or DepEd EdTech Unit Facebook Page. The participant must follow the guide and accomplish the needed task at the Adobe Education Exchange website.

3. Participants must accomplish the task in Adobe Education Exchange website to get the ACE Level 1. Once passed, the screenshot must be uploaded and submitted using the training.deped.gov.ph.

4. Click Site Home and look for DepEd Adobe License Distribution Program.

5. Attach a screenshot from the Adobe Education Exchange website indicating that you passed the ACE Level 1. As reference, see screenshot below.

6. Attach a screenshot of the email message sent by Adobe declaring that you passed ACE Level 1. As a reference, see the screenshot below.

7. Take note that an applicant must submit two (2) screenshots: One from Adobe Education Exchange and the other one from the email message sent. Save these screenshots in a pdf file format.

8. Take the examination in training.deped.gov.ph to activate your digital Certificate of Participation and as a requirement in claiming an Adobe License. A participant must get a perfect score from a set of randomized questions.

Claiming of Adobe Licenses:

1. Applicants will be given enough time to prepare and get the ACE Level 1. This certification is a requirement and a ticket to receive the DepEd Adobe named licenses. The document will be monitored and reviewed by the Program Lead headed by Mr. Alvin Sy and Mr. Neil Arvin Bautista. The last day for submission of ACE Level 1 certification is on 31 December 2021.

2. The list of ACE Level 1 passers will be forwarded to Mr. Mark Anthony C. Sy. The distribution of licenses will commence on 10 January 2022. All indicated in the list will receive an email notification from Adobe informing the activation of their respective accounts.

3. Since there are only 83,000 licenses available, it will be on a first come - first serve basis. Those who have sent their proof of qualification and a passer of ACE Level 1 earlier can be assured of a spot as a recipient and their licenses will be processed immediately.

4. The daily count of available licenses will be reflected in the Facebook Page of the ICTS-EdTech.

ANNEX B: Roles and Responsibilities

1. Regional IO – shall coordinate with the EdTech and Regional ITO on the streaming and cross-posting of live events as scheduled. Shall cross-post the live events to the Regional FB Page and shall coordinate with Division IOs on the same.

2. Division IO – shall coordinate with the Regional IO on cross-posting of the scheduled live events, keeping in mind the dates of cross-posting intended for their specific clusters.

3. Division ITOs – shall provide technical assistance in making sure that Division IOs are provided with stable internet connectivity to prevent disruption in the airing of events.

4. School Heads – shall make sure that the activity is included in their LAC session schedule on the said dates where their cluster belongs.