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Republika ng Pilipinas

# Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-1121-0173**

## MEMORANDUM

17 November 2021

For: **Estela L. Cariño**  
Regional Director  
DepEd Cordillera Administrative Region

**Schools and Assistant Schools Division Superintendent  
CLMD/CID, ESSD/SGOD Chiefs  
RITO and DITOs  
RIO and DIOs  
Division LR Supervisors  
School Heads and Principals  
All Public School Teaching Personnel**

Subject: **ADOBE CREATIVE EDUCATORS' TRAINING FOR  
ALL TEACHING PERSONNEL FOR  
DEPED CORDILLERA ADMINISTRATIVE REGION**

In line with the Office of the Undersecretary for Administration (OUA) Memorandum 00-0921-0913, the Information and Communications Technology Service-Educational Technology Unit (ICTS-EdTech), in partnership with Adobe, will conduct two webinars for teaching personnel of the Department of Education Cordillera Administrative Region (CAR.)

This session is a bichronous learning activity that will be aired on the official social media account of DepEd-CAR on the following dates and time:

DATE	TIME	DIVISION	Speakers
December 2, 2021	9:00 am – 12:00 nn	Abra, Apayao, Kalinga, Tabuk City, Mt. Province	Arvin Key N. Barles Faye Marie S. Ilano
December 7, 2021		Baguio City, Benguet, Ifugao	Diosdado A. Parungao Marjun L. Sinuto

The said activity is part of the Department's provision of a total of 83,000 Adobe software licenses to qualified public school teachers nationwide. This is also open to all Learning Resource (LR) Coordinators, and ICT Coordinators.



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

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207  
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo



This activity shall help teachers prepare to be certified as Adobe Creative Educators (ACE) Level 1, which is a requirement for them to receive a licensed Adobe software valid for one (1) year. This shall be tied up to their respective DepEd email accounts.

Please see the following attachments for more information:

1. Criteria and Qualifications to Acquire an Adobe Software License from ICTS-EdTech (Annex A)
2. Roles and Responsibilities of Each Regional and Division Office Personnel in Streaming the Live Event (Annex B)

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](mailto: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**

#### **Criteria and Qualifications to Acquire an Adobe Software License from ICTS-EdTech**

##### **I. Qualifications for the Program**

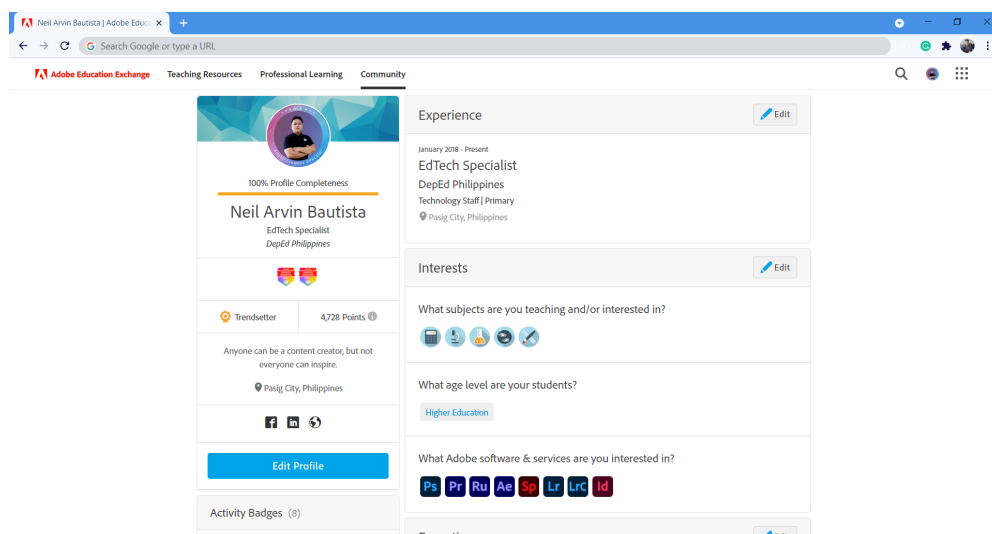
The applicant

1. must be a teaching personnel handling any subject/grade level or a school personnel who has a supervisory role (e.g., Head Teacher or Principal)
2. must have a DepEd email address (new teachers without DepEd email addresses must contact their respective School ICT Coordinator)
3. can use the school email address if it is under the DepEd domain
4. is an Adobe Certified Educator (ACE) Level 1

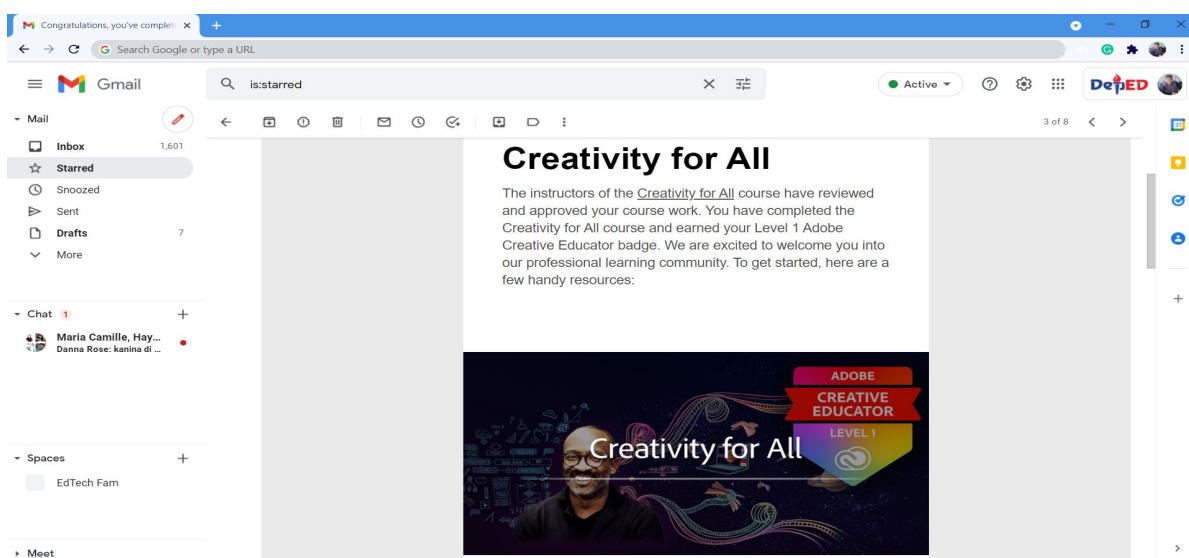
##### **II. Procedures**

1. For asynchronous learning, teachers must enroll in the DepEd Professional Development Learning Management System through <https://training.deped.gov.ph/> to access copy of the session. The participant must follow the guide and accomplish the needed task at the Adobe Education Exchange website to acquire ACE Level 1.
2. For synchronous learning, teachers must watch via live streaming on 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 to acquire ACE Level 1.
3. The participant must then click Site Home and look for DepEd Adobe License Distribution Program.
4. Once the participant has completed the task at the abovementioned site and acquired ACE Level 1, he/she must upload and submit the screenshot through <https://training.deped.gov.ph/> for verification purposes. Please refer to the following example:
5. Once the participant has completed the task at the abovementioned site and acquired ACE Level 1, he/she must upload and submit the screenshot through <https://training.deped.gov.ph/> for verification purposes. Please refer to the following example:





6. The participant must attach a screenshot of the email from Adobe declaring that he/she passed ACE Level 1. As a reference, see the screenshot below.



7. Please note that each applicant must submit two (2) screenshots: one from Adobe Education Exchange and the other one from the email received. Save these screenshots in a PDF file format.

8. Take the examination at <https://training.deped.gov.ph/> to activate the digital Certificate of Participation. A participant must get a perfect score from a set of randomized questions.



### **III. Claiming of Adobe Licenses**

1. Applicants will be given enough time to prepare and get the ACE Level. This certification is a requirement and a ticket to receive the DepEd Adobe named licenses. The document will be monitored and reviewed 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 individuals listed 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 have passed ACE Level 1 can assure a spot as a recipient and will be processed immediately.
4. The daily count of available licenses will be reflected in the Facebook Page of ICTS-EdTech.



## Annex B

### Roles and Responsibilities

1. The Regional Information Officer (RIO) shall coordinate with the EdTech and Regional ITO on the streaming and cross-posting of live events as scheduled. The RIOs shall cross-post the live events to the Regional FB Page and shall coordinate with Division IOs on the same.
2. The Division IOs 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. The 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. The Division LR Supervisors shall create a division memo encouraging all teaching personnel to attend and undergo an Adobe Creative Educator Level I Certification.
5. School Heads shall make sure that the activity is included in their LAC session schedule on the said dates where their cluster belongs.



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