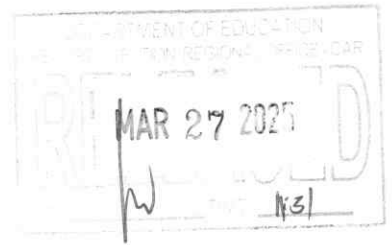




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



March 27, 2025

REGIONAL MEMORANDUM
No. 227-2025

**SUBMISSION OF REPORT ON ADOBE PACKAGE
INSTALLATION AND LICENSE ACTIVATION**

To: Schools Division Superintendents
Division Information Technology Officers
All Others Concerned

1. This office disseminates the memorandum from the Information and Communication Technology Service titled '*User Guide for Adobe Package Installation and License Activation in DepEd Computerization Program (DCP) Electronic Cart (ELC) Package*'.
2. Anent to this, all Schools Division Offices through the Division ITOs are required to submit the installation reports to the Regional Office (RO) via car.ictu@deped.gov.ph not later than 10 AM of March 31, 2025.
3. Attached is the said memorandum.
4. For immediate dissemination and strict compliance of all concerned.


ESTELA P. LEON-CARIÑO EdD, CESO II
Director IV/Regional Director 



Republika ng Pilipinas

Department of Education

INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

Office of the Director

MEMORANDUM

ICTS-OD-MM-2025-0689

FOR : **REGIONAL DIRECTORS
SCHOOL DIVISION SUPERINTENDENTS
REGIONAL IT OFFICERS
DIVISION IT OFFICERS
ALL OTHERS CONCERNED**

FROM : **SIDNEY A. ZOSA JR.**
Director IV *2-13-25*

SUBJECT : **USER GUIDE FOR ADOBE PACKAGE INSTALLATION AND
LICENSE ACTIVATION IN DepEd COMPUTERAZATION
PROGRAM(DCP) ELECTRONIC CART (ELC) PACKAGE**

DATE : 13 February 2025

The Department of Education (DepEd), through the Information and Communications Technology Service (ICTS) aims to provide appropriate, quality and equitable technologies to enhance teaching and learning. With this, DepEd is distributing Adobe Creative Cloud licenses for 2022-2024 DCP eLearning Cart Packages.

The Adobe Creative Cloud licenses include the following applications: Photoshop, Illustrator, Acrobat, Premiere Pro, InDesign, Audition and After Effects.

The ICTS – Technology Infrastructure Division (TID) will be responsible for overseeing the installation progress and providing necessary technical assistance. To assist in this project, the Information Technology Officers (ITOs) in the Regions and Divisions shall ensure that all laptops under the 2022-2024 DCP eLearning Cart Packages are installed with the Adobe Creative Cloud license on or before March 31, 2025. The installer for the Adobe Creative Cloud license can be accessed through this link: **https://bit.ly/Adobe_Installer**. ITOs are authorized to use any appropriate strategy they deem necessary for the installation of the Adobe Creative Cloud license to the identified DCP devices.

All Regional ITOs are required to submit an installation report signed by your Regional Director, with the following details:

- Name of Division
- Name of School



Room 301, Bonifacio Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 8631-9636
Email Address: icts.od@deped.gov.ph | Website: www.deped.gov.ph

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Effectivity	03.23.23	Page	1 of 4



- Number of eLC devices installed

Please submit the report on or before March 31, 2025, to **icts.tid@deped.gov.ph**, with a cc to **icts.od@deped.gov.ph**, and use the subject line **Adobe Installation Report**. The installation report template can be accessed via this link: **https://bit.ly/Adobe_Report**.

Included is the installation guide which can be found in Annex.

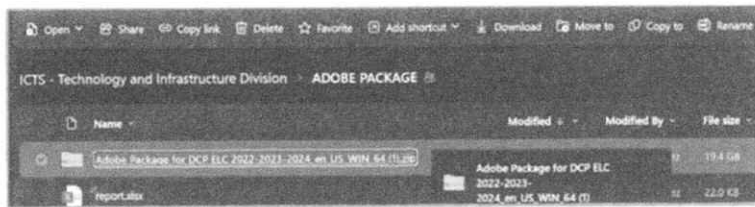
For concerns or issues during installation, ITOs may report them to the ICTS-TID via email at **icts.tid@deped.gov.ph** or by telephone at (02) 8633-2363.

Thank you.

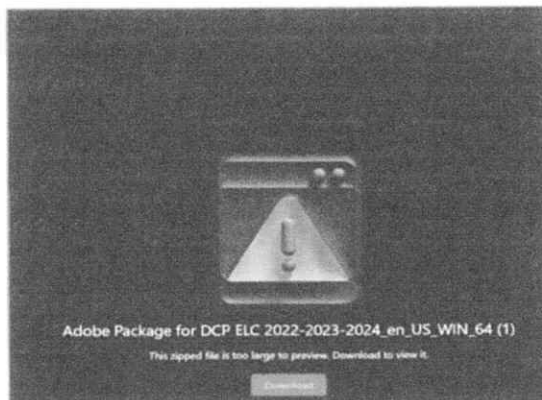
Annex

Installation Guide

1. Uninstall all existing Adobe products from the laptop under Electronic Learning Cart (ELC) package as this may cause installation errors.
2. Internet access is required to;
 - Login to your Microsoft Account.
 - Go to https://bit.ly/adobe_installer_and_report_template



- Download the installer (19.4GB).



3. Extract the downloaded file.



4. Double-click the **setup.exe** file to run the installer.



5. The license will be automatically activated upon installation.