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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-1121-0118**  
**MEMORANDUM**  
10 November 2021

For: **Benjamin D. Paragas**  
Regional Director  
Department of Education Region II

**Schools Divisions Superintendents**  
**Division Information Technology Officers**  
**Division Information Officers**  
**School Heads and Teachers**

Subject: **ADOBE CREATIVE EDUCATORS' TRAINING**  
**FOR THE TEACHING PERSONNEL OF DEPED REGION II**

In line with the Office of the Undersecretary for Administration (OUA) Memorandum No. 00-0921-0913, the Information and Communications Technology Service-Educational Technology Unit (ICTS-EdTech), in partnership with Adobe, will conduct **a webinar for the teaching personnel of Region II on 23 November 2021**. 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.

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, ICT Coordinators, and School Paper Advisers (SPA).

This bichronous learning activity will be conducted via Microsoft Teams. Kindly refer to the following details:

Date	Time	Topic	Resource Speakers
23 November 2021	9:00 a.m.- 12:00 noon	Orientation	Dennis A. Evangelista
		Demo	Rainier De Jesus



**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 @depeditayo



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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 Division Office Personnel in Streaming the Live Event (Annex B)

For questions and concerns on this subject, please contact Mr. Alvin A. Sy, Educational Technology Specialist and Project Lead for Adobe for Digital Design and Animation, through email at [alvin.sy002@deped.gov.ph](mailto:alvin.sy002@deped.gov.ph).

For immediate and appropriate action.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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## **Annex A**

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

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

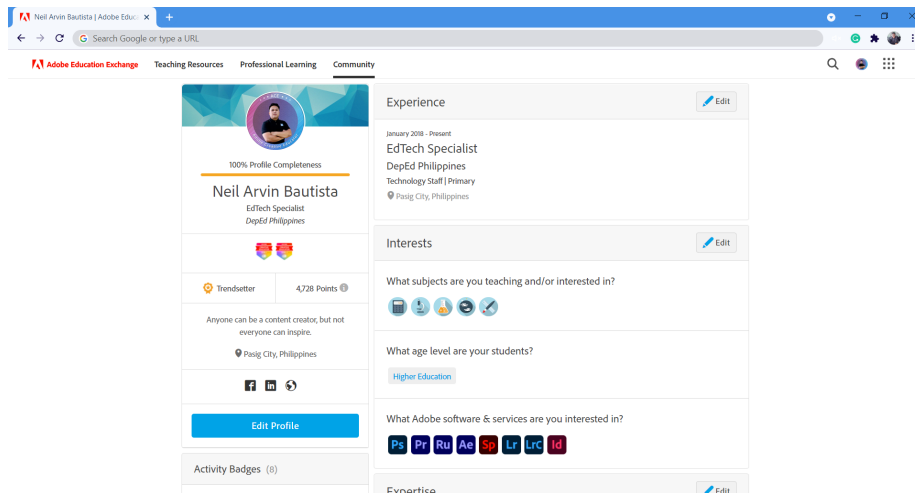
The applicant

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

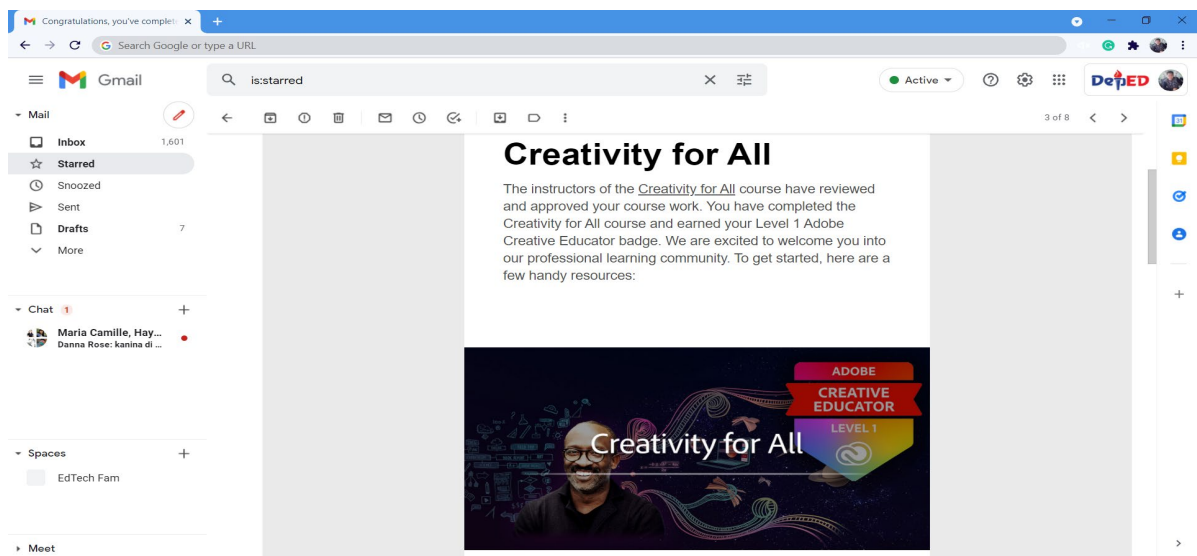
#### **II. Procedures**

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:





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.



### **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 Division Information Officers (IOs) shall coordinate with the EdTech and Division Information Technology Officers (ITOs) on the streaming and cross-posting of live events as scheduled. The IOs shall cross-post the live events to the Division FB Page.
2. 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.
3. The School Heads shall make sure that the activity is included in their LAC session schedule on the said dates where their cluster belongs.

