Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

February 25, 2025

DIVISION MEMORANDUM
NO. 095, s. 2025

USER GUIDE FOR ADOBE PACKAGE INSTALLATION AND LICENSE ACTIVATION IN DepEd COMPUTERIZATION PROGRAM (DCP) ELECTRONIC CART (ELC) PACKAGE

To: Assistant Schools Division Superintendent
Chief, CID and SOOD
Public Schools District Supervisors
Secondary School Heads
Secondary ICT Coordinators
Information Technology Officer I
All Others Concerned

1. This Office disseminates the ICTS Memorandum ICTS-OD-MM-2025-0689 entitled **User Guide for Adobe Package Installation and License Activation In Deped Computerization Program (DCP) Electronic Cart (eLC) Package** for information and guidance of all concerned.

2. To ensure proper implementation as specified in the memorandum, the School ICT coordinators of the DCP 2022-2024 eLC Packages are requested to attend a virtual meeting via MS Teams this coming March 5, 2025, from 1:30PM-3PM. The link will be sent through District ICT Coordinators.

3. For more details, please see the attached ICTS Memorandum.

4. Enclosed is the following for reference:
Enclosure 1: Recipient Schools of DCP eLearnng Cart for Batches 2022 to 2024

5. Immediate and wide dissemination of this Memorandum is directed.

FELICIANO C. BUENAFE JR. CESO VI
Schools Division Superintendent

Enclosure: As stated
To be indicated in the Perpetual Index
Under the following subjects:
ICT PROGRAMS PROJECTS

/FPJ

Aklan West Road, Poblacion, Numancia, Aklan
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Recipient Schools of DCP eLearnng Cart for Batches 2022 to 2024

District	DCP Packages	School ID	School Name
Altavas	eLC 2022	501144	TALON IS
Altavas	eLC 2022	302287	JUSTICIA M. YOUNG NHS NHS
Balete	eLC 2022	302299	Calizo National High School
Balete	eLC 2022	302308	Jose Borromeo Legaspi MNHS
Banga	eLC 2022	310602	Mangan National High School
Banga	eLC 2022	501791	Don Edecio Venturanza Integrated School
Batan	eLC 2022	302291	Batan Academy Main
Batan	eLC 2022	302301	Camanci National High School
Buruanga	eLC 2022	302318	Buruanga National High School
Buruanga	eLC 2022	500182	Habana Integrated School
Ibajay I	eLC 2022	302329	Ondoy NHS
Ibajay I	eLC 2022	302330	Ibajay NHS
Ibajay II	eLC 2022	302321	Naile National High School
Ibajay II	eLC 2022	302322	Naisud National High School
Kalibo I	eLC 2022	302323	Gaudencio L. Vega National HS
Kalibo II	eLC 2022	500179	Kalibo Integrated Special Education Center
Kalibo II	eLC 2022	302313	LinabuanNHS
Lezo	eLC 2022	302304	CATALINO M. PRADO NHS
Libacao	eLC 2022	302310	Libacao National Forestry Vocational High School
Libacao	eLC 2022	302311	GUADALUPE NHS
Madalag	eLC 2022	302315	Madalag NHS
Madalag	eLC 2022	302316	Loreto N. Nedic National High School (Alaminos NHS)
Makato	eLC 2022	302305	Anselmo B. Legaspi NHS
Makato	eLC 2022	500172	Makato Integrated School
Malay	eLC 2022	302317	Malay National High School
Malay	eLC 2022	310603	LAMBERTO H. TIROL NATIONAL HIGH SCHOOL
Malinao	eLC 2022	302319	Malinao Sch. For Phil. Craftsmen
Malinao	eLC 2022	500175	Kinalangay Viejo IS
Nabas	eLC 2022	302340	Union National High School
Nabas	eLC 2022	302339	Unidos NHS
New Washington	eLC 2022	302328	Ochando National High School
New Washington	eLC 2022	302302	Candelaria NHS
Numancia	eLC 2022	302327	Numancia National Sch. Of Fisheries
Tangalan	eLC 2022	302331	Panayakan National High School
Tangalan	eLC 2022	500183	Jawili Integrated School

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Altavas	eLC2023	302288	Linayasan NHS
Balete	eLC2023	302307	Fr. Julian C. Rago MNHS
Banga	eLC2023	500170	Aguinaldo T. Repiedad Sr. Integrated School (JHS)
Batan	eLC2023	302333	Rizal J. Rodriguez Sr. NHS
Buruanga	eLC2023	302297	Buruanga Vocational School
Ibajay I	eLC2023	302320	Maloco NHS
Ibajay II	eLC2023	306059	Monlaque National High School
Kalibo I	eLC2023	302324	Aklan National HS for Arts and Trades
Kalibo II	eLC2023	500545	Bakhaw Norte IS (JHS)
Lezo	eLC2023	500171	LEZO IS (JHS)
Libacao	eLC2023	500181	DALAGSAAN IS (JHS)
Madalag	eLC2023	500641	Ma. Cristina IS (JHS)
Makato	eLC2023	302298	Dr. Ramon B. Legaspi, Sr. NHS
Malay	eLC2023	310611	MANOCMANOC NATIONAL HIGH SCHOOL
Malinao	eLC2023	302312	Lilo-an National High School
Nabas	eLC2023	501182	Laserna IS (JHS)
New Washington	eLC2023	500186	Pinamuk-an Integrated Farm School
Numancia	eLC2023	500035	Numancia Integrated School (JHS)
Tangalan	eLC2023	302336	Tangalan National High School
Altavas	eLC 2024	302286	Altavas National School
Balete	eLC 2024	500180	Patrocinio A. Lachica Integrated School
Batan	eLC 2024	302292	Lalab National High School
Batan	eLC 2024	302300	Camaligan National High School
Kalibo II	eLC 2024	302332	Regional Science High School for Region VI
Libacao	eLC 2024	310617	Alfonso XII National High School
Libacao	eLC 2024	500174	Ortega Integrated school
Madalag	eLC 2024	310605	Madalag NHS - Mamba Ext.
Makato	eLC 2024	500639	Baybay-Alibagon Integrated School
Malay	eLC 2024	302295	Boracay National High School
Nabas	eLC 2024	302335	Solido National High School
New Washington	eLC 2024	302303	New Washington Comprehensive National High School
Tangalan	eLC 2024	500173	Tamalagon Integrated School (JHS)

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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

- 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.

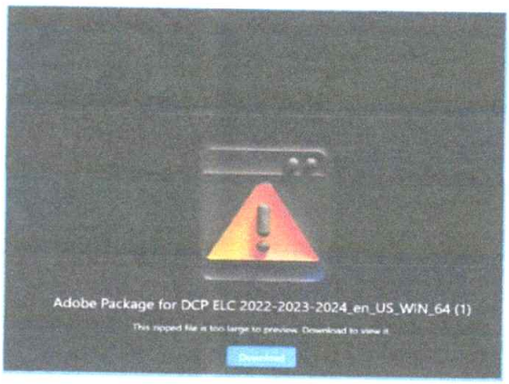
Annex

Installation Guide

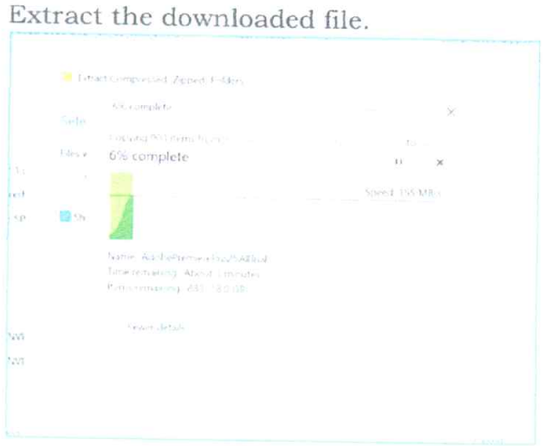
1. Uninstall all existing Adobe products from the laptop under Electronic Learning Cart (ELC) package as this may cause installation errors.

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.