



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

December 3, 2024

**SCHOOLS DIVISION MEMORANDUM**  
No. 415 s. 2024

**DISSEMINATION OF MEMORANDUM OASICTS-11292024, RE: NATIONWIDE  
LAUNCH AND AVAILABILITY OF CANVA FOR EDUCATION FOR ALL DEPED  
PERSONNEL**

To: All SDO Personnel  
Public Elementary and Secondary Schools Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned

1. For information, guidance, and compliance of all concerned, enclosed is Memorandum OASICTS-11292024 titled Nationwide Launch and availability of Canva for Education for All DepEd Personnel.
2. Immediate and wide dissemination of this Memorandum is earnestly desired.

*Johanna N. Gervacio*  
**JOHANNA N. GERVACIO PhD, CESO V**  
Schools Division Superintendent *J*



Encl: As Stated  
Reference: Memorandum OASICTS-11292024

To be Indicated in Perpetual Index

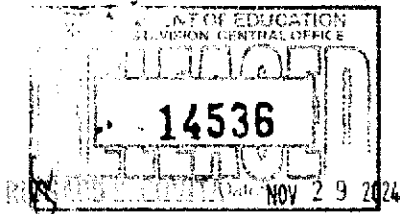
Information and Communications Technology Unit  
CANVA for Education

*ICTU/JMT- Nationwide Launch and Availability of Canva for Education for All DepEd Personnel*  
*December 3, 2024*



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Republika ng Pilipinas

## Department of Education

### INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

#### MEMORANDUM

OASICTS-11292024

FOR : **UNDERSECRETARIES AND ASSISTANT SECRETARIES  
BUREAU AND SERVICE DIRECTORS  
REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED**

FROM : **ATTY. MARCELINO G. VELOSO III**  
Assistant Secretary

SUBJECT : **NATIONWIDE LAUNCH AND AVAILABILITY OF  
CANVA FOR EDUCATION FOR ALL DEPED PERSONNEL**

DATE : **29 November 2024**

Through the partnership of the Department of Education and Canva Philippines, DepEd teaching and non-teaching personnel are now entitled to premium subscriptions to Canva for Education.

This launch aims to encourage all such personnel to activate their accounts using their official DepEd email address and switch to the DepEd Canva Team. The advantages include:

1. Access to official DepEd brand kits and templates
2. Seamless collaboration with DepEd colleagues
3. Access to professional learning resources and support

In relation to this, all DepEd teaching and non-teaching personnel are encouraged to attend the livestreaming orientation on Canva for Education in DepEd's INSET 2024 happening today from 3:00pm to 5:00pm via the DepEd official channels.

#### How to access your DepEd Canva for Education account:

Via any web browser:

1. Go to [canvaph.com/deped-login](https://canvaph.com/deped-login).
2. Login with your DepEd email address and password.

Via the Canva App

1. Open the Canva Desktop or Mobile Application. If you don't have the application, go to the following:
  - Windows: <https://www.canva.com/download/windows/>
  - Mac: <https://www.canva.com/download/mac/>
  - Android: <https://www.canva.com/download/android/>
  - iPhone/iPad: <https://www.canva.com/download/ios/>

2. Choose Log In or Sign Up
3. Tap Continue to Email
4. Enter your @deped.gov.ph email address
5. Choose Continue via SSO
6. You will be redirected to the M365 Log In page. Log In with your DepEd email address and password

**Important notes:**

- If you have previously signed up for a Free Canva for Education account using your @deped.gov.ph email address, complete the switch to your official DepEd Canva team to ensure continued premium access by following the steps below:

**On your Computer/Desktop/Laptop**

1. On the top corner of the homepage, click on your account icon.
2. Under the Switch team section, you'll see all the teams you're part of and a check icon beside the team you're currently on. Click on the DepEd team to switch teams.

**On your Mobile/Tablet**

1. On the home screen, tap the 3 lines on Menu.
2. Tap on your account icon.
3. Under the Switch team section, you'll see all the teams you're part of and a check icon beside the team you're currently on. Tap on the team you want to switch to.

- For more information, visit Canva's dedicated resource hub for DepEd here: <http://canvaph.com/deped-resourcehub>

In this regard, all DepEd personnel and officials are reminded that the use of these accounts and licenses shall be for educational purposes and/or the performance of official duties and responsibilities. The Department shall exercise dominion over all DepEd accounts and over all data, material and information received, transmitted, stored or otherwise processed through the service.

For further queries or clarifications, all concerned DepEd personnel from various governance level may raise their issues and concerns to the following:

Governance Level:	Office/Unit in Charge:
Central Office	ICTS – User Support Division fill out <a href="http://bit.ly/DepEdCOEmail">bit.ly/DepEdCOEmail</a>
Regional Office	Regional ITO
Schools Division Office and school personnel	Division ITO

**About Canva for Education:**

Canva for Education is an all-in-one visual communication platform. It's 100% free for K-12 districts, schools, teachers, and students. Bring your ideas to life with high-quality templates from presentations, posters, infographics, videos, digital whiteboards, newsletters, marketing collateral, websites to connect with parents, and more. Facilitate engaging learning in the classroom and empower your students with the skills of tomorrow.

Visit [canva.com/education](http://canva.com/education) for more information.



## Appendix A: How to Log In to your Official DepEd Canva Account

### Option 1 [Recommended]: Logging in via the Single Sign On link

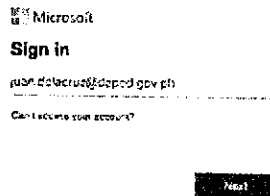


STEP 1:

On your browser, go to this link:  
[canvaph.com/deped-login](https://canvaph.com/deped-login)

STEP 2:

Login with your DepEd email  
address and password.



### Option 2: Via the Canva App or Canva App



STEP 1:

Go to [www.canva.com](https://www.canva.com) or open  
your desktop or mobile app,  
then click Log in.

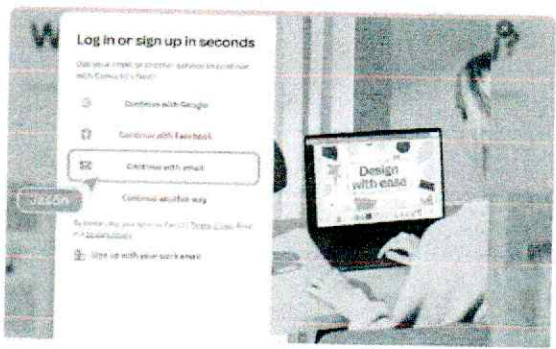


What will you design today?



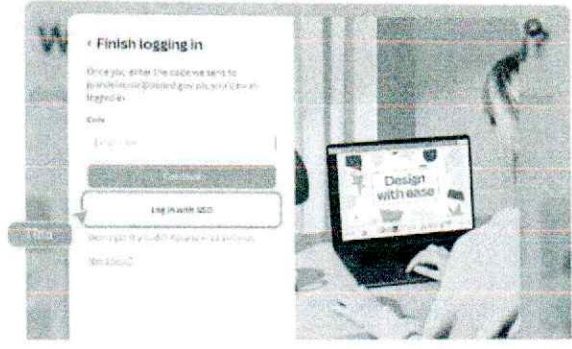
**Canva** Option 2: Via Canva Website

STEP 2:  
 Tap Continue with email and enter @deped.gov.ph email address.



**Canva** Option 2: Via Canva Website

STEP 3:  
 Enter the code sent to your email then choose Sign up or Login with SSO.



DEPARTMENT OF EDUCATION  
 RECEIVED  
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 NOV 29 2024  
 BY: *[Signature]* TIME: 11:30