



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

29 Oct 2025

DIVISION MEMORANDUM
No. 680, s. 2025

**MANDATORY MIGRATION TO OFFICIAL DEPED CANVA TEAM:
ACCOUNT TRANSITION AND ACCESS GUIDELINES FOR
CANVA**

To: OIC-Assistant Schools Division Superintendent
OIC-CID Chief Education Supervisor
OIC-SGOD Chief Education Supervisor
School Heads (Public Elementary and Secondary Schools)
All Others Concerned

1. Attached is Advisory from the Office of Assistant Secretary - Information and Communication Technology dated October 22, 2025, titled "Mandatory Migration to Official DepEd Canva Team: Account Transition and Access Guidelines for Canva," for your information, guidance and compliance.
2. For inquiries and clarifications, please contact Ms. Naamah C. Mambalos, OIC-Information Technology Officer I/Planning Officer III, at (046) 419-8450 to 53 local 303.
3. Immediate and wide dissemination of this Memorandum is earnestly desired.

Digitally signed by
Mendoza Homer
Napenas
Date: 2025.10.28
17:11:57 +08:00

HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subject:

INFORMATION TECHNOLOGY

sgod/nem/Oct 27, 2025



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Republic of the Philippines
Department of Education
OFFICE OF THE ASSISTANT SECRETARY
INFORMATION AND COMMUNICATIONS TECHNOLOGY

ADVISORY

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

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

SUBJECT : **MANDATORY MIGRATION TO OFFICIAL DEPED CANVA
TEAM: ACCOUNT TRANSITION AND ACCESS GUIDELINES
FOR CANVA**

DATE : **October 22, 2025**

1. The Department of Education (DepEd), in partnership with **Canva Education**, is implementing updates to account settings to ensure a secure and seamless experience for all DepEd personnel using Canva's education platform.
2. To facilitate this transition, all users are reminded to follow the updated guidelines to ensure uninterrupted access to Canva Education.
3. **Information Dissemination**
 - 3.1. The Information and Communications Technology Service (ICTS) and Regional and Division Information Technology Officers (RITOs/DITOs) are requested to disseminate this advisory to all DepEd offices, including their teaching and non-teaching personnel.
4. **Account Transition, Management and Security Updates**
 - 4.1. All users who are currently accessing Canva with non-DepEd email addresses are urged to transition to their individual official Microsoft DepEd accounts (e.g., name@deped.gov.ph) to ensure continued access to premium features and professional learning resources.
 - 4.2. Accounts created using personal email addresses (e.g., Gmail, Yahoo, etc.) will no longer be recognized under the DepEd Canva tenant.
 - 4.3. Office, administrator, regional accounts, or other shared credentials must not be used to log in to Canva.

- 4.4. The ICTS, in collaboration with Canva's technical team, is currently coordinating updates to account settings and authentication protocols. These enhancements are scheduled for implementation within October 2025. Following this update, access to Canva Education will be restricted exclusively to users with verified official DepEd accounts.

5. **Technical Support**

- 5.1. Login or access concerns:

5.1.1. Visit support at **www.canva.com/help/login-with-deped-ph**.

5.1.2. Other login concerns, email **support.canva@deped.gov.ph**

- 5.2. For frequently asked questions (FAQs) and other concerns, visit the DepEd-Canva Microsite at **www.canva.com/help/login-with-deped-ph**.

- 5.3. ICTS and RITOs/DITOs shall provide technical assistance to all users requiring support in migrating from non-DepEd email accounts to their designated official DepEd email accounts for accessing Canva.

Note:

All data collected through the support channels provided will be handled in compliance with DepEd and Canva privacy policies.

6. For immediate compliance.