



Republic of the Philippines  
**Department of Education**  
 REGION I

SCHOOLS DIVISION OFFICE - CITY OF SAN FERNANDO (LA UNION)

MAR 11 2025

**DIVISION MEMORANDUM**

No.: 152 s. 2025

**USER GUIDE FOR ADOBE PACKAGE INSTALATION AND LICENSE ACTIVATION IN DepEd  
 COMPUTERIZATION PROGRAM (DCP) ELECTRONIC CART (eLC) PACKAGE**

To: Assistant Schools Division Superintendent  
 Recipient Schools of DCP eLC Batch 2022-2024  
 Concerned Public Secondary School Heads  
 Concerned Designated School ICT Coordinators  
 All Others Concerned

**PARTICULARS**

1. The Department of Education 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.

2. The recipients' schools of said packages are the following:

Recipient School	Batch
Lingsat Integrated School	2022
San Fernando South Central IS	2022
Pagudpud Integrated School	2022
Pao National High School	2023
San Fernando City National Vocational HS	2023
Sibuan-Otong Integrated School	2023
Dr. Quintin Balcita Sr. NHS	2024
La Union National High School - Main	2024

3. All laptops under the 2022-2024 DCP eLearning Cart Packages must be installed with Adobe Creative Cloud license on or before March 31, 2025. The installer for the package can be accessed through the link: [https://bit.ly/Adobe\\_Installer](https://bit.ly/Adobe_Installer).

4. For further inquiries and information, you may contact the Division Information Technology Officer at Tel. No. (072) 607-4715.

**SHEILA MARIE A. PRIMICIAS, EdD, CESO VI**  
 Schools Division Superintendent



Address : Tanqui, City of San Fernando  
 2500 La Union  
 Tel. No. : (072) 607-4715  
 Email : [sanfernando.city1@deped.gov.ph](mailto:sanfernando.city1@deped.gov.ph)

"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"

Document Code: \_\_\_\_\_  
 Reference No. : \_\_\_\_\_





Republika ng Pilipinas

**Department of Education**

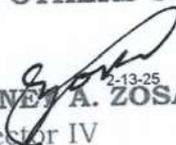
**INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE**

*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

**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](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](mailto:icts.tid@deped.gov.ph), with a cc to [icts.od@deped.gov.ph](mailto: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](https://bit.ly/Adobe_Report).

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

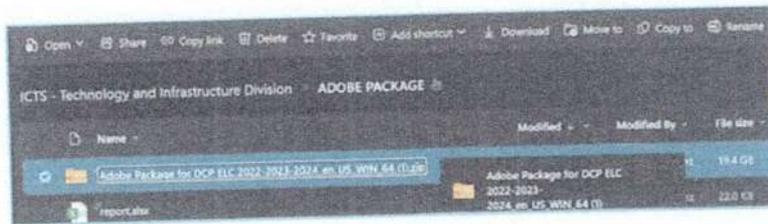
For concerns or issues during installation, ITOs may report them to the ICTS-TID via email at [icts.tid@deped.gov.ph](mailto:icts.tid@deped.gov.ph) or by telephone at (02) 8633-2363.

Thank you.

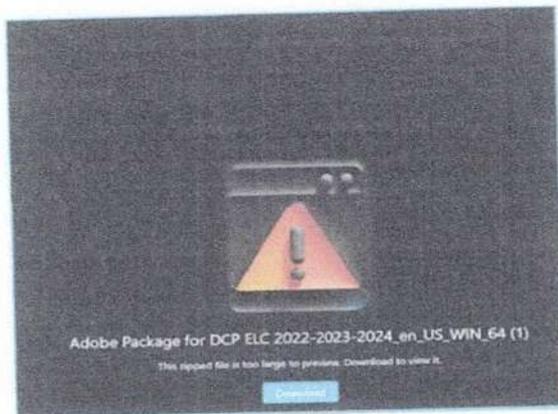
# Annex

## Installation Guide

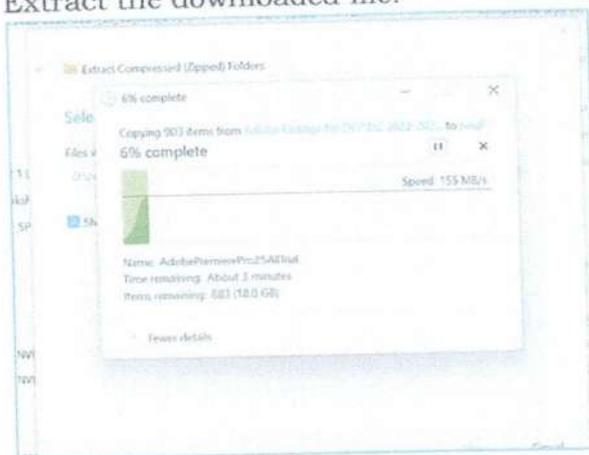
1. Uninstall all existing Adobe products from the laptop under Electronic Learning Cart (ELC) package as this may cause installation errors.
2. Internet access is required to;
  - Login to your Microsoft Account.
  - Go to [https://bit.ly/adobe\\_installer\\_and\\_report\\_template](https://bit.ly/adobe_installer_and_report_template)



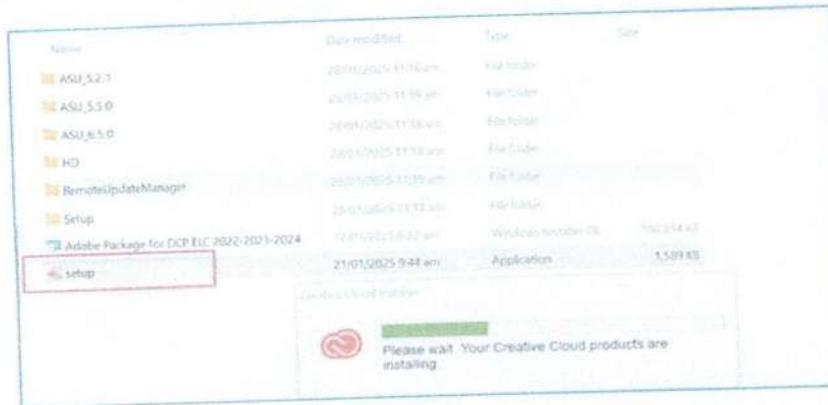
- Download the installer (19.4GB).



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.