



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

DIVISION MEMORANDUM

ICT-2025-010

To: Assistant Schools Division Superintendent
Information Technology Officer I
DCP-ELC Recipient Public Elementary and Secondary School Heads
DCP-ELC Recipient Public Elementary and Secondary ICT Coordinators
All Others Concerned

From: **ALFREDO B. GUMARU JR. EdD, CESO V**
Schools Division Superintendent

Date: March 7, 2025

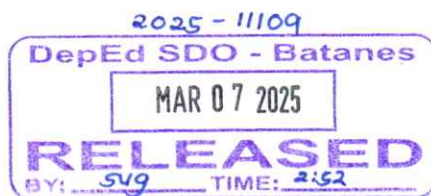
Subject: **ADOBE PACKAGE INSTALLATION AND LICENSE ACTIVATION FOR
DCP E-LEARNING CART**

1. In reference to the Regional Memorandum No. 115, s. 2025 dated February 28, 2025, titled Compliance with Adobe Package Installation and License Activation for DCP E-Learning Cart, this Office through the Information and Communications Technology Unit will be providing the Adobe Creative Cloud installer and Technical Assistance to the respective ICT Coordinators in the following schedule:

School	Schedule
Batanes NSHS	March 10, 2025
Basco CS	
Valugan IS	March 11, 2025
Mahatao NHS	
Ivana NHS	
Itbayat NAHS	March 10, 2025
Raele IS	
Sabtang NSF	
Batanes GCHS	March 12, 2025
Itbud Integrated School	

designated school ICT coordinators follow the procedures in the attached installation guide to comply with software licensing policies and maximize the use of Adobe software for better teaching and learning outcomes.

3. Additionally, all laptops in the DCP e-LC packages must have the Adobe Creative Cloud license installed by **March 28, 2025**. School ICT coordinators must also complete the online form at <https://shorturl.at/9O1qD> to ensure accurate reporting of the installation and licensing process.
4. For queries, Technical Assistance and additional information, please contact the ICT Unit (CP # 09995275103) or email at ictubatanes@deped.gov.ph.
5. For your information, guidance, and strict compliance.



Address: Basco, Batanes, 3900
Contact No.: 09603974200
Email Address: batanes@deped.gov.ph
Facebook: facebook.com/deped.batanes
Website: <https://depedbatanes.ph>

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ADOBE FRL PACKAGE INSTALLATION GUIDE

Reminders for installation of Adobe package

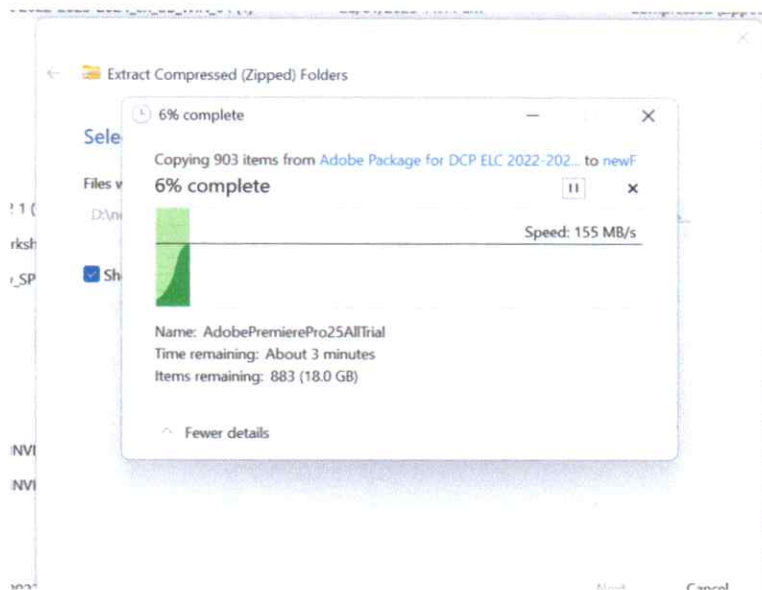
- Uninstall all existing Adobe app before installing the packages
- Make sure that the device is connected to the Internet

Installation Guide:

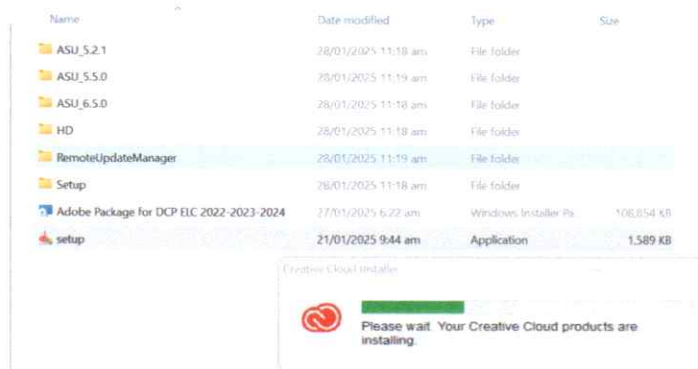
1. Download the installer (19.4GB).



2. Extract the downloaded file.



3. Double-click the **setup.exe** file to run the installer.



4. Wait for the Creative Cloud Installer to complete
5. The license will be automatically activated upon installation.

After installation, kindly input all the list of device name/ host name in the excel file here: <https://shorturl.at/9O1qD>

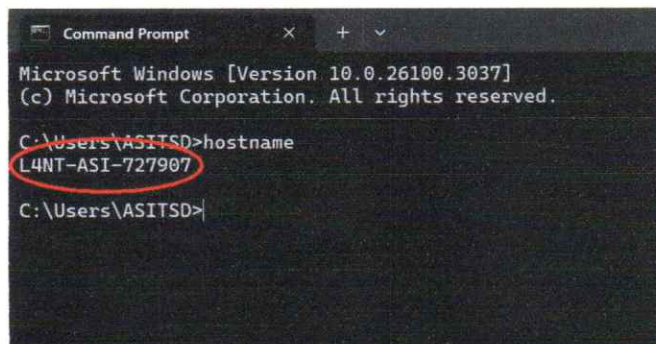
How to get hostname/device name in your computer

Option 1

1. Go to the command prompt by pressing the windows key and search cmd

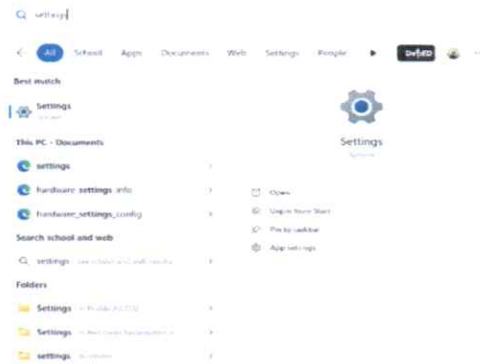


2. Type "hostname" (with no apostrophe) and hit enter



Option 2

1. Go to settings by pressing windows key and search settings



2. You can see the device name of the laptop

