



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

August 4, 2025

DIVISION MEMORANDUM
NO. 395, s. 2025

**AVAILABILITY AND USE OF CANVA FOR EDUCATION
IN THE DEPARTMENT OF EDUCATION**

**To: Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
Principals In-Charge of the District
Head Teacher In-Charge of the District
Heads, Public Elementary, Secondary and Integrated Schools
All Others Concerned**

1. Attached is Regional Memorandum No. 700, s. 2025 dated July 31, 2025 and DepEd Memorandum No. 055, s. 2025 titled Availability and Use of Canva for Education in the Department of Education which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT

MICHAEL T. RAPIZ
Chief Education Supervisor
In-Charge of the Division

Enclosure: None

To be indicated in the Perpetual Index

Under the following subjects:

BASIC EDUCATION

CURRICULUM

INFORMATION TECHNOLOGIES

PROGRAMS

SCHOOLS

BUREAUS AND OFFICES

EMPLOYEES

OFFICIALS

PROJECTS

TEACHERS

/FPJ



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS


REGIONAL MEMORANDUM
No. **700**, s. 2025

JUL 31 2025

**AVAILABILITY AND USE OF CANVA FOR EDUCATION
IN THE DEPARTMENT OF EDUCATION**

To: Schools Division Superintendents
All Others Concerned

1. Attached is DepEd Memorandum No. 055, s. 2025 titled Availability and Use of Canva for Education in the Department of Education, which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.


CRISTITO A. ECO, CESO III
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

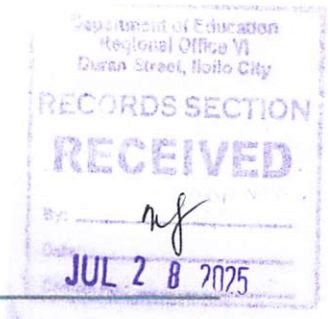
Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

BASIC EDUCATION
BUREAUS AND OFFICES
CURRICULUM
EMPLOYEES
INFORMATION TECHNOLOGY
OFFICIALS
PROGRAMS
PROJECTS
SCHOOLS
TEACHERS

RMD/CLMD-RM- Availability and Use of Canva...
184/July 29, 2025



Republic of the Philippines
Department of Education

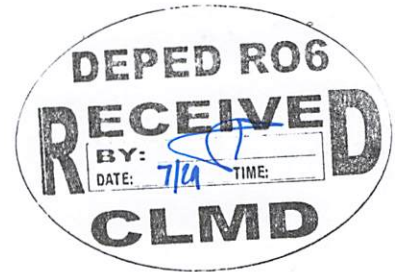


DepEd MEMORANDUM
No. **055**, s. 2025

JUL 18 2025

**AVAILABILITY AND USE OF CANVA FOR EDUCATION
IN THE DEPARTMENT OF EDUCATION**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned



1. As part of its commitment to integrating technology in education and administration, the Department of Education (DepEd) has partnered with Canva Pty Ltd to offer all teaching and nonteaching personnel, and the learners free access to premium subscriptions to **Canva for Education**.

2. Canva for Education is a free visual communication platform designed specifically for K-12 districts, schools, teachers, and students. It offers high-quality templates for presentations, posters, infographics, videos, newsletters, digital whiteboards, and other educational and administrative materials. This initiative aims to enhance the ability of educators and staff to create engaging learning content while fostering collaboration and efficiency. More details are available at **canva.com/education**.

3. To make the most of this opportunity, DepEd personnel are required to activate their Canva for Education accounts using their official DepEd email addresses. Premium features available include:

- a. Seamless collaboration with colleagues,
- b. Access to official DepEd brand kits and templates,
- c. Availability of professional learning resources, and
- d. Continued premium access to Canva for Education tools and services.

4. Personnel can activate or access their DepEd Canva for Education accounts using any of the following steps (refer to **Enclosure No. 1** for the user guide):

- a. Through a Web Browser
 - i. Visit **canvaph.com/deped-login**.
 - ii. Log in using your DepEd email address and password.
- b. Through the Canva Mobile or Desktop Application
 - i. Download the Canva app for the appropriate platform (Windows, macOS, iOS, Android, or ChromeOS).
 - ii. Open the app and select **Log In** or **Sign Up**.

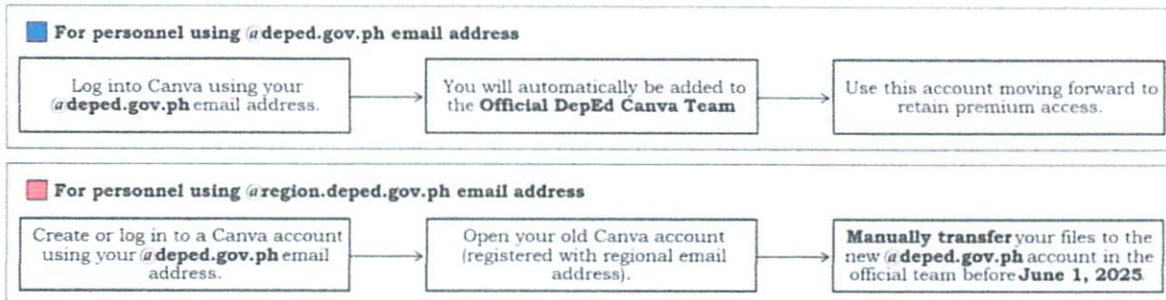
- iii. Select **Continue to Email** and enter your DepEd email address.
- iv. Select **Continue via Single Sign-On (SSO)** to log in using DepEd credentials.

5. All DepEd personnel and officials are reminded that Canva for Education accounts and licenses must be used strictly for educational purposes and the performance of official duties. The Department retains authority over all accounts, data, and materials processed through this service.

6. Personnel who have previously signed up for a free Canva for Education account are advised of the following:

- a. If registered using their DepEd email, they must transition to the official DepEd Canva team to maintain premium access.
- b. If registered using their regional tenant email addresses (e.g., juan.delacruz@r5.deped.gov.ph), they are advised to migrate their files to their new Canva account using the @dep.gov.ph email address.
- c. Files stored in personal Canva teams must be migrated to the official DepEd Canva team before June 1, 2025, as personal teams associated with @dep.gov.ph email addresses will be archived. Refer to **Enclosure No. 2** for step-by-step migration instructions.

7. Please refer to the following process flow as reference for logging on to Canva for Education:



8. All teaching and nonteaching personnel are encouraged to complete the Canva for Education course available through the DepEd Professional Development Learning Management System (PD-LMS) through canvaph.com/dep-lms-canva-orientation. An e-certificate will be issued upon successful completion of the course.

9. For queries or concerns, please contact the following:

- a. For Central Office personnel

Information and Communications Technology Service-User Support Division

Email Address: icts.usd@dep.gov.ph

Subject: [CANVA]

- b. For Regional Office personnel

Regional Information and Communications Technology Unit

c. For Schools Division Office and school personnel

Division Information Technology Officer

10. Immediate dissemination of this Memorandum is desired.

SONNY ANGARA
Secretary

Encls.:

As stated

Reference:

DepEd Order No. 016, s. 2023



To be indicated in the Perpetual Index
under the following subjects:

BASIC EDUCATION
BUREAUS AND OFFICES
EMPLOYEES
INFORMATION TECHNOLOGY
OFFICIALS
PROGRAMS
PROJECTS
SCHOOLS
TEACHERS



HOW TO ACCESS YOUR OFFICIAL DEPED CANVA ACCOUNT

Option 1 [Recommended]: Logging in via the Single Sign-On (SSO) link

1. On your browser, go to this link: canvaph.com/depd-login.
2. Log in with your DepEd email address and password.

Canva

Option 1: via Single Sign-On

STEP 1:

On your browser, go to this link: canvaph.com/depd-login

STEP 2:

Login with your DepEd email address and password.

Option 2: Via the Canva Website or App

1. Go to www.canva.com or open your desktop or mobile app and select **Log in**.
2. Tap **Continue with email** and enter @depd.gov.ph email address.
3. Enter the code sent to your email, then choose **Sign up** or **Login with SSO**.

Microsoft

Sign in

or Sign in with email

or Sign in with phone

Sign in

Canva

Option 2: Via Canva Website

STEP 1:

Go to www.canva.com or open your desktop or mobile app, then click **Log in**.

Canva | Search | Log in | Sign up

What will you design today?

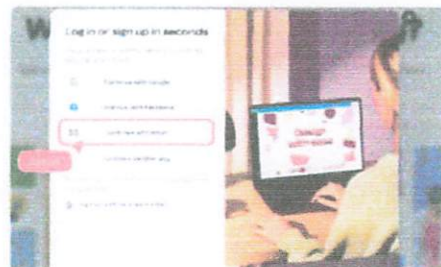


Canva

Option 2: Via Canva Website

STEP 2:

Tap **Continue with email** and enter @depd.gov.ph email address.

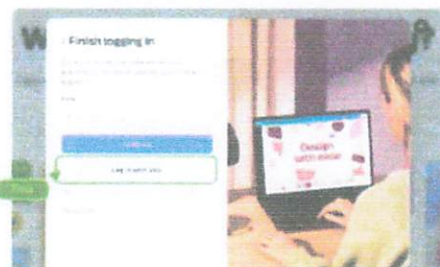


Canva

Option 2: Via Canva Website

STEP 3:

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





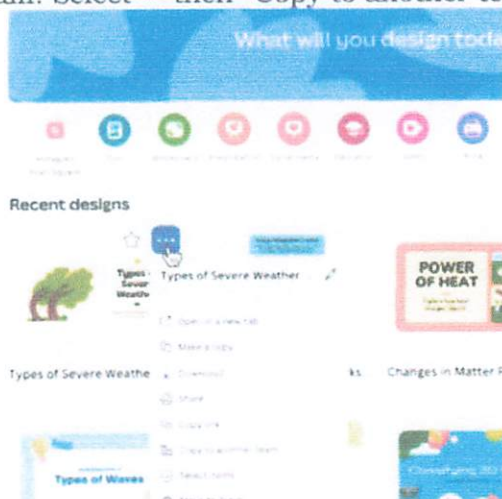
HOW TO COPY DESIGNS TO THE NEW AND OFFICIAL DEPED CANVA TEAM

Important:

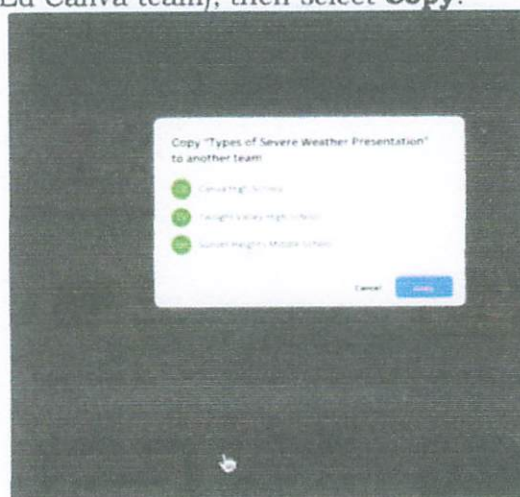
- Before copying designs from your previous team to the DepEd Canva team, make sure you are logged in via SSO and part of a DepEd Team (Regional team/Staff team/Fallback team.)
- Otherwise, go back to **Enclosure No. 1** and follow the steps.
- To streamline the transfer process, first organize all the designs you intend to move into a single folder.
- Ensure you have edit access to transfer designs or folders; otherwise, the move will not be possible.
- If you only have view access, create a copy of the design before proceeding with the transfer.

Steps:

1. Go to the design's originating and look for the design to be copied to the official DepEd Canva team. Select ... then "Copy to another team."



2. Choose the destination team to where the design will be copied (in this case, the official DepEd Canva team), then select **Copy**.



SYDNEY

NEW SOUTH WALES

TO ALL TO WHOM THESE PRESENTS SHALL COME

MATTHEW BYRNES of 76 Buckingham Street Surry Hills in the State of New South Wales Australia
NOTARY PUBLIC duly authorised admitted and sworn and practising in the City of Sydney in the State
of New South Wales, Commonwealth of Australia DO HEREBY CERTIFY that I was present on the
Fourth day of February Two Thousand and Twenty Five and did see JASON WILMOT the person
named in the hereunto annexed document, duly sign the said document and that the signature
hereto subscribed is in the proper handwriting of the said JASON WILMOT.

IN FAITH AND TESTIMONY whereof

I have hereunto subscribed my name and

affixed my seal of office at Sydney aforesaid this

Fourth day of February Two Thousand and Twenty Five.



Notary Public





APOSTILLE

(Convention de La Haye du 5 octobre 1961)

- | | |
|------------------------------|--|
| 1. Country | Australia |
| This public document | |
| 2. has been signed by | Matthew Byrnes |
| 3. acting in the capacity of | Notary Public |
| 4. bears the seal/stamp of | Matthew Byrnes, Notary Public, Sydney, Australia |
| Certified | |
| 5. at Sydney Passport Office | 6. the 7th day of February, 2025 |
| 7. by Gerard Quarrell | Department of Foreign Affairs and Trade Sydney Passport Office Australia |
| 8. No. UPPT-27-237545 | |
| 9. Seal/Stamp | 10. Signature |



This Apostille only verifies the authenticity of the signature (where applicable) and the capacity of the person who has signed the public document, and, where appropriate, the identity of the seal or stamp which the public document bears. This Apostille does not certify the content of the document for which it was issued. This Apostille can be verified at <https://orao.dfat.gov.au/pages/verifyapostille.aspx>

Handwritten green signature or mark.



MEMORANDUM OF UNDERSTANDING

KNOWN ALL MEN BY THESE PRESENTS:

This Memorandum of Understanding, hereinafter referred to as the "Understanding," is entered into this ____ day of October 2024 at _____, Philippines, by and between:

The **DEPARTMENT OF EDUCATION**, hereinafter referred to as "**DepEd**," a government entity mandated by law to ensure the delivery of quality basic education, particularly under Batas Pambansa Blg. 232, otherwise known as the "Education Act of 1982," as amended by Republic Act No. 9155, otherwise known as the "Governance of Basic Education Act of 2001," with principal address at DepEd Complex, Meralco Ave., Pasig City 1600, Metro Manila, Philippines, herein represented by its Secretary, **JUAN EDGARDO M. ANGARA**;

-and-

Canva Pty Ltd hereinafter referred to as "**Canva**," with principal address at 110 Kippax Street, Surry Hills NSW, Australia 2010, herein represented by its Head of Education, Jason Wilmot on behalf of itself and its affiliates.

WITNESSETH THAT:

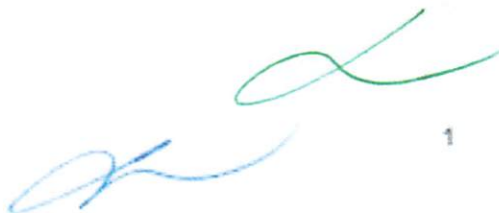
WHEREAS, Article XIV, Section 1 of the 1987 Constitution provides that "(t)he State shall protect and promote the right of all citizens to quality education at all levels, and shall take appropriate steps to make such education accessible to all";

WHEREAS, DepEd is a government agency mandated to:

- formulate, implement, and coordinate policies, plans, programs and projects in the areas of formal and non-formal basic education;
- supervise all elementary and secondary education institutions, including alternative learning systems, both public and private; and
- provide for the establishment and maintenance of a complete, adequate, and integrated system of basic education relevant to the goals of national development, while ensuring the well-being of its personnel and learners;

WHEREAS, DepEd, through the External Partnerships Service (EPS), believes that partnership is an important paradigm in delivering and achieving DepEd's education development goals and services and to fulfill the mandate of the Constitution to make such quality education accessible to all.

WHEREAS, DepEd has the responsibility of securing resources to make the public schools competitive and is now calling on the private sector to serve as a major partner for the improvement of the public education system and in the nation's development;



WHEREAS, Republic Act No. 8525 (RA 8525), otherwise known as the "Adopt-a-School Act of 1998," was enacted to encourage private entities to assist in the delivery of better-quality education to public schools in the country, particularly in the poverty-stricken provinces;

WHEREAS, Section 5 of RA 8525 provides that provisions of existing laws to the contrary notwithstanding, expenses incurred by the adopting entity for the 'Adopt-A-School Program' shall be allowed an additional deduction from the gross income equivalent to fifty percent (50%) of such expenses";

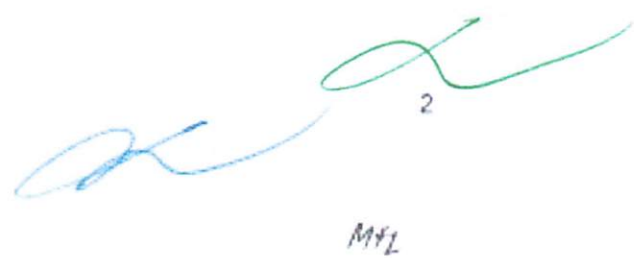
WHEREAS, the Department of Finance (DOF), through the Bureau of Internal Revenue (BIR), issued Revenue Regulations No. 10, s. 2003, entitled "Implementing Tax Incentives Provisions of Republic Act No. 8525, Otherwise Known as the 'Adopt-A-School Act of 1998'";

WHEREAS, DepEd, shall comply with the applicable rules on the valuation of contributions or donations of private partners to DepEd and the proper recording of the donated items categorized as Property, Plant, and Equipment as contained in Item VII of the enclosure to DepEd Order No. 24, s. 2016 entitled "Guidelines on Accepting Donations and on Processing Applications for the Availment of Tax Incentives by Private Donor-Partners Supporting the K to 12 Program," which provides the Valuation of Assistance/Contribution or Donation and the formula of computation for the value to be reflected in the Deed of Donation and the records of donated goods and services and DepEd Order No. 82, s. 2011 entitled "Guidelines on the Proper Recording of all Donated Properties";

WHEREAS, both Parties recognize and undertake to comply with the following laws, rules, and regulations

1. RA 10173, otherwise known as the "Data Privacy Act of 2012," its Implementing Rules and Regulations (IRR), and other related issuances of the National Privacy Commission (NPC) and "Freedom of Information Order under E.O. No. 2, s. 2016," for the implementation of this Understanding;
2. Joint Memorandum Circular 2010-01 issued by the Civil Service Commission and the Department of Health (DOH), DO No. 6, s. 2012, and DO No. 48, s. 2016 on DepEd's policy to not deal with the tobacco industry, or any individual or entity that works to further the interests of the tobacco industry, except to the extent strictly necessary to effectively regulate the tobacco industry and tobacco product;
3. DECS Order No. 28, s. 2001 or "Prohibiting the Commercialization of the DECS Organization through Endorsements and Accreditation of Goods and Services" in the implementation of the program, and DO No. 39 s. 2009 or "Strict Adherence to DECS Order No. 28, s. 2001"; and
4. RA 9184, otherwise known as the "Government Procurement Reform Act," and its IRR, and government accounting and auditing rules and regulations; and

WHEREAS, DepEd and Canva wish to record in writing a document that outlines the principles of possible activities where the parties may, in accordance with applicable law, enter into future cooperation and formal agreements for the provision of Canva for Education



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NOW, THEREFORE, for and in consideration of the foregoing premises and the terms and conditions herein set forth, the Parties agree as follows:

Article I. CANVA'S SPONSORSHIP AND ADVOCACIES IN EDUCATION

Canva for Education is a visual communication suite that is one-hundred percent free for Kinder to Grade 12 staff, teachers, learners and schools.

Canva will grant DepEd teachers, students and staff free access to Canva for Education for the duration of this Understanding or for 3 years, whichever comes later, under the Terms of Use available at <https://www.canva.com/policies/terms-of-use/>, as amended by the Canva for Education Additional Terms available at <https://www.canva.com/policies/edu-additionalterms/>.

Canva will provide the necessary support, resources and enablement sessions for DepEd teachers, staff and learners.

Canva intends to work with DepEd to achieve the respective contributions attributed in this Understanding. Each contribution is subject, where applicable, to obtaining necessary approvals. Any specific agreement between the parties is subject to the negotiation, finalization and due execution of final agreements.


Article II. PROGRAM SCOPE AND BENEFICIARY

The DepEd - Canva partnership "The Program", will cover the following audience across the DepEd Central office, Regional offices, Schools division offices, Schools and Alternative Learning System:

- DepEd Teaching personnel
- DepEd Non-Teaching personnel
- DepEd Learners

The DepEd - Canva Program partnership will work on the following projects, activities and events:

- Set-up and provisioning of Canva for Education licenses through Single Sign On (SSO) to all DepEd personnel, teachers and learners nationwide through the Information and Communications Technology Service (ICTS);
- Promote the availability of Canva for Education to all DepEd personnel, teachers, and learners through DepEd channels such as the Public Affairs Service (PAS), the Regional Offices and the Schools Division Offices;
- Collaborate on the conduct of activities, events and programs related to the enablement journey of DepEd personnel, teachers and learners on Canva for Education through the National Educators Academy of the Philippines, Curriculum and Teaching Strand, Indigenous Peoples Education Office, Youth Formation Division, ICTS;



- o Nominate and recommend DepEd offices and DepEd personnel to be engaged in identified activities, events and programs related to Canva for Education;
- o Support for the participation of DepEd teaching personnel, non-teaching personnel and DepEd learners in activities, events and programs related to Canva for Education;
- o Collaborate on the integration of Canva for Education tools and creation of content to the DepEd K12 curriculum;
- o Collaborate to empower the youth with 21st century skills through youth-oriented programs, projects, activities that will foster readiness, upskilling and capacity building
- o Promote the availability of content, resources and courses for the skilling and enablement of DepEd personnel and DepEd learners;
- o Collaborate on the conduct of research and continuous feedback relay in relation to the implementation of the Program;
- o Collaborate on joint PR activities such as cross promotion of social posts, creation of case studies, creation of brand kit, ideation of creative materials and curation of applicable resources for the use of DepEd.

Article III. EXPENSES

Each Party will bear its own costs and expenses incurred in connection with the performance of its obligations under this Understanding and any other matter relating to this Understanding. However, with respect to DepEd's disbursement of funds for whatever cost it may shoulder, a separate consent from Dep Ed is required.

Article IV. RIGHTS AND RESPONSIBILITIES

1. DepEd shall:

- 1.1 provide policy guidance and directions to ensure the proper implementation of the Program;
- 1.2 designate a focal person to serve as Partnership Coordinator for this Understanding;
- 1.3 assist in the evaluation of the implementation of the Program;
- 1.4 assist Canva in the selection and identification of involved personnel, learners or schools in the implementation of the Program;
- 1.5 coordinate with Canva on the implementation of the Program, including, but not limited to, integrating and implementing Single Sign-On ("SSO") for registration, activation, and verification of new Canva users who want to use Canva for Education;
- 1.6 provide the data needed for implementation of SSO with its SSO provider on Canva for Education, which consists of school name as well as name, email address, persistent identifier, user role (learner/staff), and related information;
- 1.7 grant permission for use of DepEd's logo in activities and/or publication media for non-commercial purposes in the context of implementing this Understanding.






- 1.8. review and endorse the application for tax incentive entitlement to the Revenue District Office of the Bureau of Internal Revenue;
 - 1.9. Use Canva for Education, and encourage end-users use Canva for Education, in accordance with the Terms of Use available at <https://www.canva.com/policies/terms-of-use/>, as amended by the Canva for Education Additional Terms available at <https://www.canva.com/policies/eda-additional-terms/> (collectively, the "Terms"), and
 - 1.10. perform other responsibilities necessary for the effective and efficient implementation of the Program.
2. **Canva shall:**
- 2.1. designate a focal person to coordinate the implementation of this Understanding;
 - 2.2. provide free access to Canva for Education to all DepEd staff, teachers and learners in the Philippines;
 - 2.3. provide workshops, at least twice a year, whether in person or online, on Canva for Education to DepEd staff, teachers and learners;
 - 2.4. provide support to staff, teachers and learners on how to work within Canva for Education through resources, guides and asynchronous courses;
 - 2.5. provide the opportunity to integrate Canva for Education with classroom tools used by schools;
 - 2.6. provide DepEd with regular reports, updates, as well as requested data and information relevant to the implementation of this Understanding; and
 - 2.7. perform other responsibilities necessary for the effective and efficient implementation of the Program.

Article V. TERM AND TERMINATION

This Understanding shall be valid immediately upon signing of all Parties. This Understanding shall have a duration of **three (3) years**, which shall commence on the date of signing of the Parties. This Understanding may however be extended upon mutual agreement of the Parties.

Any of the Parties may terminate this Understanding for any ground upon submission of a formal written notice to the other party at least thirty (30) days before the intended date of termination.

Article VI. CAPACITY AND AUTHORIZATION

Each of the Parties to this Understanding hereby represents and warrants to the other that it is duly authorized and empowered to execute, deliver and perform this Understanding and that such action does not conflict with or violate any provision of law, regulation, policy, contract, deed of trust or other instruments to which it is a party or by which it is bound and that this Understanding constitutes a valid and binding obligation of it enforceable in accordance with its terms.

Article VII. SEPARABILITY

In the event that any of the provisions of this Understanding or any document that may be executed in connection therewith shall be declared invalid, illegal, or unenforceable in any respect by a competent authority, the validity, legality, and enforceability of the remaining provisions of this Understanding or any document that may be executed in connection therewith shall not in any way be affected or impaired and shall remain in full force and effect.

Article VIII. LIABILITY AND INDEMNITY

To the extent permitted by law, neither Canva nor DepEd shall be liable for any direct, indirect, incidental, special, consequential, or exemplary damages, including but not limited to, damages for loss of profits, goodwill, use, data or other intangible losses (even if Canva or DepEd, respectively, has been advised of the possibility of such damages) arising out of or related to this Agreement.

Article IX. BREACH OF CONTRACT

Material violation or omission of any of the provisions of this Agreement shall be a ground for termination or rescission of the same without the need for legal or court action.

Article X. AMENDMENTS

This Understanding may be amended or modified only in writing upon consent of all the Parties.

Article XI. SETTLEMENT OF DIFFERENCES

Any difference arising out of this Understanding shall be settled through amicable means, such as but not limited to, mutual consultation and negotiation.

Article XII. DATA PRIVACY

The Parties shall comply with RA 10173, otherwise known as the "Data Privacy Act of 2012," its IRR and other relevant laws, rules and regulations on the matter in the event that personal information and/or sensitive personal information are used under this Agreement. Personal Data processed in relation to the use and provision of Canva for Education will be processed in accordance with Canva's Terms of Use and Privacy Policy.

Article XIII. INTELLECTUAL PROPERTY

Each party shall retain all right, title, and interest in and to its own pre-existing intellectual property. Nothing in this Agreement shall be construed as transferring ownership of or granting a license to any intellectual property from one party to the other.

Article XIV. MISCELLANEOUS

1. Except as otherwise provided herein, no Party shall have any right, power, or authority to create any obligation, express or implied, on behalf of any other Party. Nothing in this Understanding is intended to create or constitute a joint venture, partnerships, agency, trust, or other association of any kind between the Parties or persons referred to herein. The employees of each Party shall remain its employees and the concerned employer shall be solely responsible for the wages, benefits, and emoluments of such employees.
2. The Parties shall not assign or transfer this Understanding or any of the rights or obligations granted herein without the prior written consent of the other Party, and any purported assignment made without obtaining such written consent shall be null and void.
3. This Understanding shall be governed by and construed in accordance with the laws of the Republic of the Philippines.

IN WITNESS WHEREOF, the Parties have signed this Memorandum of Understanding as of the date first above written.

DEPARTMENT OF EDUCATION

(DepEd)

JUAN EDGARDO M. ANGARA

Secretary of the Department of Education

CANVA PTY LTD

(Canva)

JASON WILMOT

Head of Education

SIGNED IN THE PRESENCE OF:

PETER IRVING C. CORVERA

Undersecretary
Department of Education

MAISIE LITTAUA

PH Marketing and Content & Discovery Lead
Canva Philippines

[Signature]

[Signature]

[Signature]
MFL

SIGNED IN THE PRESENCE OF:



H.E. HK Yu, PSM FCPA (Aust)
Australian Ambassador to the Philippines



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