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

November 10, 2026

DIVISION MEMORANDUM
No. 703 s. 2026

VIRTUAL ORIENTATION ON CANVA REGIONAL ADOPTION TRAINING

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

1. In-line with the reference memorandum OUICT-MEM-082626-U4-2 regarding "CANVA REGIONAL ADOPTION TRAINING".

2. there will be an online virtual orientation through video conference on Microsoft Teams on November 12, 2026, at 9:00AM to 12:00NN.

3. The meeting link and other details will be provided through the official channels of the Districts/School ICT Coordinators chat group.

4. Immediate and wide dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT

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

Encl.: As stated

/fpj

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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERECRETARY FOR INFORMATION AND COMMUNICATIONS TECHNOLOGY

MEMORANDUM
OUICT-MEM-082626-U4-2

TO : **Concerned Bureau and Service Directors**
Regional Directors
Schools Division Superintendents
Regional and Division Information Technology Officers
Public Elementary and Secondary School Heads
All Others Concerned

FROM : **ATTY. MARCELINO G. VELOSO III**
Undersecretary

SUBJECT : **GUIDELINES FOR THE REGIONAL ADOPTION OF CANVA FOR EDUCATION (SY 2026–2027)**

DATE : **16 September 2026**

1. **Overview**. The Department of Education (DepEd), through the Information and Communications Technology Service (ICTS), is rolling out the **Canva for Education Regional Adoption Program** under the ***DepEd Computerization Program (DCP) Adoption* Framework**. This program provides teachers and learners with guided training, practical templates, and simple design tools to support lesson creation, student projects, and school updates.

2. **Covered Regions**. For School Year 2026–2027, this initial adoption drive covers public schools, division offices, and regional offices in five (5) target regions:

   2.1. Region IV-A (CALABARZON)
   2.2. Region V (Bicol Region)
   2.3. Region VI (Western Visayas)
   2.4. Region VII (Central Visayas)
   2.5. Region X (Northern Mindanao)

3. **How the Program Works**. The rollout uses a simple, three-step approach:

   3.1. *Activate*. Briefings for region and division teams, naming local focal persons, and sharing program guides.
   3.2. *Adopt*. Self-paced learning guides, classroom design activities, and lesson templates using free DepEd Canva accounts.
   3.3. *Recognize*. Highlighting helpful school projects and recognizing participating schools.

4. **Office Responsibilities**

4.1. *ICTS - User Support Division (USD).* Serves as the lead for program tracking, technical support routing, and coordination with partners.
4.2. *ICTS - Solutions Development Division (SDD).* Handles user email directories and account access systems.
4.3. *Regional and Division IT Officers.* Act as local contact persons to share updates, guide school ICT coordinators, and monitor participation.
4.4. *School Heads and School ICT Coordinators.* Assist interested teachers and learners in using their official DepEd Canva accounts for the program.

5. **Logins and Technical Help**. Canva for Education may be used through official *@deped.gov.ph* accounts. For login issues, follow the standard escalation process:

Class Adviser / School ICT Coordinator → School Head → Division ITO

Learners should not directly contact the SDO, Regional Office, Central Office, or the service provider. School personnel shall course Central Office concerns through the designated division and regional focal persons.

6. **Activity Timeline**

6.1. *September 2026*: Program orientation and sharing of starter kits.
6.2. *October 2026 – January 2027*: Teacher self-paced learning, classroom design activities, and student projects.
6.3. *February – March 2027*: Collecting summary reports and recognizing active schools

7. **No Cost and Voluntary Use**. Canva Education is completely free for all DepEd users. Joining design activities, training modules, or recognition tracks is voluntary and must not interfere with regular class hours.

8. For immediate dissemination and guidance.

DepEd Canva Adoption Program 2026

Program Overview

The ***Regional Adoption of Canva Education in DepEd*** is a capability-building and adoption initiative designed to support the sustainable use of Canva across selected DepEd regions.

Canva Education is available to eligible DepEd users through their DepEd accounts. Through this program, participating offices and schools will be supported in translating access into meaningful use for teaching and learning, school communication, productivity, creativity, and digital skills development.

For School Year 2026–2027, the first phase of the program will cover:

1. Region IV-A – CALABARZON
2. Region V – Bicol
3. Region VI – Western Visayas
4. Region VII – Central Visayas
5. Region X – Northern Mindanao

Program Objectives

The program aims to:

1. Strengthen Canva Education adoption in the Regions and the Divisions through designated focal persons and a structured implementation cascade.
2. Build the capability of school leaders, ICT personnel, teachers, and learners through orientations, self-paced learning resources, and certification pathways.
3. Encourage the practical and sustained use of Canva in teaching, learning, school communication, and administrative and creative activities.
4. Support schools in implementing localized adoption activities appropriate to their priorities and capacity.
5. Recognize schools demonstrating meaningful and sustained adoption and surface practices that can be shared across DepEd.

Program Framework

The program will be implemented through three core components:

Component	Focus	Key Activities
ACTIVATE	Establish local ownership and readiness	Official program cascade, designation of Regional and SDO focal persons, school focal persons, orientations, and cascade of program resources
ADOPT	Build capability and encourage practical use for teaching, learning, and productivity	Self-paced learning, FREE certification pathways, teacher and learner activities, classroom integration, school communication, and local adoption activities
RECOGNIZE	Sustain participation and celebrate progress	Documentation of accomplishments, recognition of participating schools, and sharing of best practices

Implementation Structure and Responsibilities

Office	Key Responsibility	Key Outputs
Central Office	Program cascade and endorsement of participating Regional Offices	Central Office communication; confirmed Regional focal persons
Regional Offices	Lead regional implementation, coordinate participating SDOs, and monitor regional progress	Regional communication; SDO focal-person list; regional rollout plan
Schools Division Offices	Cascade the program to schools, provide implementation support, and monitor school participation	SDO communication; school focal-person list; progress updates
Schools	Conduct local activation, support teacher and learner participation, and document accomplishments	School implementation activities; progress information; recognition submission, if applicable
Canva	Provide program enablement, learning resources, implementation materials, certification pathways, and recognition support	Activation materials; learning resources; program hub; recognition and reporting resources

Target Participants and Focal Persons

Participating offices may be requested to designate appropriate focal persons, subject to the discretion of the office concerned.

DepEd Offices and Their Roles in the Canva Education Adoption Program

Office/ Group	*Role in the Canva Education Adoption Program*
ICTS (Information and Communications Technology Service)	Acts as the **Central Office lead** for the program. Responsible for endorsing the program, issuing communications, coordinating with Canva, identifying participating regions, providing overall governance, and monitoring nationwide implementation.
PAS (Public Affairs Service)	Supports **communications, advocacy, and promotion** of the program. This may include developing communication materials, featuring success stories, managing recognition activities, and helping raise awareness among stakeholders.
Learning Systems (LS) Strand	Ensures that Canva Education aligns with teaching, learning, and curriculum objectives. This group may help integrate Canva into instructional practices, learning resources, teacher development initiatives, and learner activities.
ROs (Regional Offices)	Lead implementation at the regional level. Designate regional focal persons, coordinate Schools Division Offices, conduct orientations, monitor progress, and consolidate reports.
SDOs (School Division Offices)	Serve as an operational link between Regional Offices and schools. They cascade the program to schools, designate school focal persons, provide technical and implementation support, track participation, and submit progress updates.

Office	*Participants / Focal Persons*
Regional Office	Regional ICT Officer or designated ICT focal person; other relevant Regional Office representatives as appropriate
Schools Division Office	Division IT Officer or designated ICT focal person; relevant SDO representatives supporting implementation
School	School Head; School ICT Coordinator or designated School Canva Coordinator
Teachers and Learners	Participating teaching personnel and learners in access-ready schools

School Heads will provide support, while School ICT Coordinators or designated school focal persons will facilitate local orientation, participation, adoption activities, and documentation.

Target Participants per Region

- The program will be open to **all schools across all the SDOs** in the selected region.
- Schools will be asked to register their intent to participate through this website: canvaph.com/canva-for-deped-schools

Learning and Adoption Pathways

Participants will be supported through role-appropriate learning pathways.

Audience	**Primary Focus**	**Indicative Activities**
Regional and SDO Focal Persons	Regional and SDO program implementation	Program orientation, rollout planning, implementation toolkit, productivity workflows, resource dissemination, certification pathways
School Heads **or** *ICT Coordinators*	School-level activation	School rollout planning, teacher and focal orientation, Implementation planning and recognition
Teachers	Canva for teaching and learning	Upskilling in Canva Education and practical application for use in classroom and everyday learning
Learners	Creative and future-ready skills	Upskilling on Canva Education for use in creative communication, presentations and video, digital content, branding, portfolio development

Schedule of Activities

The full schedule of activities will be regularly updated through the website: canvaph.com/canva-for-deped-schools

Month	**Phase**	**Key Activities**
September 2026	Program Launch	• Memorandum issuance and cascade • Designation of focal persons and schools involved • Orientation with Canva • Cascade of learning modules, toolkits, and program guidelines

Month	Phase	Key Activities
		• Kick off and Onboarding: Between September 14 to 30, 2026 (Final date to be confirmed with SDOs)
October 2026	Teacher Adoption	• Cascade of Teacher learning pathways • Free Certification courses • In-classroom application - lesson plans and activities, teacher outputs
November 2026	Learner Adoption	• Cascade of Learner pathways • Design Challenge • Free Certification courses • In-classroom application - creative activities; learner outputs and portfolios
December 2026 to January 2027	Continued Adoption across schools, tracking and assessment	• Continued school-wide adoption activities • Progress monitoring • Sharing of best practices • Impact stories/Case study
February 2027	Recognition	• School recognition program • SDO and Regional recognition
March to April 2027	Reporting	• Consolidation of program results • Feedback and recommendations • Impact stories/Case study

School Recognition

Participating schools may work toward recognition as a **Canva Certified School**. Schools may submit simple and practical evidence such as:

- Number of participating or certified teachers and learners;
- Completion of relevant learning modules;
- Teacher and Learner Canva outputs or portfolios;
- School-based Canva activities conducted;
- Evidence of Canva use in teaching, learning, or school communication;
- School accomplishment reports; and
- School impact stories, where applicable.

The recognition pathway is intended to celebrate schools that make Canva part of teaching, learning, communication, and everyday school activities. Recognition may include digital certificates or badges, Regional or SDO recognition activities, school spotlights, opportunities to share good practices, and participation in future education showcases.

Content and Matrix

Audience	Learning Objectives	Topics/Activities
Teachers	Equip teachers to effectively integrate Canva into instruction, assessment,	• Canva Essentials • Canva for Teaching and Learning • Canva Visual Suite

Audience	Learning Objectives	Topics/Activities
	collaboration, and school communication.	• Canva AI Tools • Canva for School Communication
Non-Teaching Personnel	Empower non-teaching personnel to effectively use Canva to create professional, engaging, and visually appealing materials that support school operations, communication, and administrative functions.	• Canva Fundamentals for School Administration and Communication • Building and Managing School Brand Kits in Canva • Canva Certification and Advanced Productivity Tools
Learners	Develop learners' ability to use Canva to create high-quality academic, creative, and portfolio-based outputs.	• Canva Essentials • Creative Communication • Presentation and Video Design • Branding and Digital Content • Portfolio and Project Design
Schools	Promote a culture of innovation and continuous digital learning by recognizing and celebrating meaningful and sustained Canva use across schools.	• LAC sessions or peer-sharing sessions for teachers • Canva Creation Week • Design-a-Poster or Presentation Design Challenges • Student portfolio activities • School communication design activities • Classroom creativity challenges

Important Notes and Links

- To view the latest program updates and details, please refer to the **DepEd Canva Regional Adoption Program website:** canvaph.com/canva-for- deped-schools
- If you are having issues on logging in to Canva Education using your DepEd Email address, you may check: canva.com/help/login-with-deped-ph/
- To learn more about Canva Education for DepEd, bookmark the DepEd-Canva resource hub: canva.com/en_ph/education/deped/

For all program-related or technical concerns, students and personnel must follow standard escalation procedures:

1. *Primary Contact*: School ICT Coordinator or Class Adviser.
2. *Secondary Contact*: School Head/Principal.

Note: Learners should not directly contact the SDO, Regional Office, Central Office, or the service provider. School personnel shall course Central Office concerns through the designated division and regional focal persons.