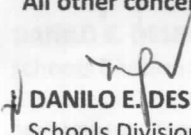


DIVISION MEMORANDUM

OSDS-ICTU-DM- 111 - 2020

TO : Assistant Schools Division Superintendent
SDO Chiefs & Staffs
Education Program Supervisors
Public Schools District Supervisors
School Heads
School ICT Coordinators
Teachers
Non-Teaching Personnel
All other concerned

FROM :  DANILO E. DESPI
Schools Division Superintendent

SUBJECT : UTILIZATION OF SCHOOL DEPED EMAIL AND OFFICE 365 ACCOUNTS

DATE : May 26, 2020

The Central Office thru the Information and Communication Technology Unit(ICTU) provided our school with DepEd Email and Office 365 Accounts.

In connection to this, all School Heads are hereby advised to use their school accounts in the submission of their school online reports to different SDO Section/Unit Offices. Likewise, the SDO will also share files and other documents needed by the school from their respective Section/Unit accounts to the said schools accounts. *(Attached is the DepEd Email Account of SDO Sections/Units.)*

Format of School Account:

✓ **Deped Email Account**

Log in Site: www.google.com

Username: SchoolID.deped@gov.ph (for example, 113235@deped.gov.ph)

Default Password: SchoolID-2020 (for example, 113235-2020)

(Note: Please change your Password after activating the account)

✓ **Office 365 Account**

Log in Site: www.office.com

Username: SchoolID.deped@gov.ph (for example, 113235@deped.gov.ph)

Temp Password: (pls refer to your ICT Coordinators)

For queries, you may contact CP #09291383262 or email at ictunit.ctd@deped.gov.ph .

Immediate dissemination of this information is earnestly desired.



Enc. to DA # 1115-2020

DepEd Email Account of SDO Sections/Units

Office/Section/Unit DepEd Email Account	USERNAME
OFFICE OF THE SDS - PROPER	catanduanes@deped.gov.ph
	osdsoffice.ctd@deped.gov.ph
OFFICE OF THE ASDS	asdsoffice.ctd@deped.gov.ph
ICT	ictunit.ctd@deped.gov.ph
ADMIN - GS	adminsection.ctd@deped.gov.ph
PERSONNEL	personnelsection.ctd@deped.gov.ph
RECORDS	recordssection.ctd@deped.gov.ph
SUPPLY	supplysection@deped.gov.ph
CASHIER	cashiersection.ctd@deped.gov.ph
LEGAL	legalunit.ctd@deped.gov.ph
ACCOUNTING	accountingsection.ctd@deped.gov.ph
BUDGET	budgetsection.ctd@deped.gov.ph
CID	
OFFICE OF THE DIVISION CHIEF	cidoffice.ctd@deped.gov.ph
LRM SECTION	lrms.ctd@deped.gov.ph
ALS SECTION	als.ctd@deped.gov.ph
SGOD	
OFFICE OF THE DIVISION CHIEF	sgodoffice.ctd@deped.gov.ph
SCHOOL MANAGEMENT (MONITORING & EVALUATION)	monitoring.ctd@deped.gov.ph
SOCIAL MOBILIZATION & NETWORKING	socmob.ctd@deped.gov.ph
HUMAN RESOURCE DEVELOPMENT	hrd.ctd@deped.gov.ph
PLANNING & RESEARCH	planning.ctd@deped.gov.ph
EDUCATION FACILITIES	educfacilities.ctd@deped.gov.ph
SCHOOL HEALTH & NUTRITION	shn.ctd@deped.gov.ph
SENIOR HIGH SCHOOL	shs.ctd@deped.gov.ph
DRRM	drrm.ctd@deped.gov.ph
BAC	bac.ctd@deped.gov.ph