



Republic of the Philippines
Department of Education
Region V (Bicol)
SCHOOLS DIVISION OFFICE OF CATANDUANES
Virac, Catanduanes




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DIVISION MEMORANDUM

No. 14 s. 2018

TO: CID & SGOD Chiefs
SDO Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Designated School ICT Coordinators

FROM: 
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

SUBJECT: NOTICE ON THE DEPED APPROVER SITE

DATE: January 22, 2018

RELEASED

DepEd, Division of Catanduanes
RECORDS SECTION
Date: JAN 22 2018
Time: 4:30 P.M.
Initial/Signature: [Signature]

As per instruction from the DepEd Central Office thru the Information and Communication Technology Service (CO-ICTS), the Division ITO are encouraged to utilize the **Google admin account** which allows the management of email accounts in their respective areas guided with the following guidelines:

CREATION of DepEd Email Account:

- 1) Only regular DepEd personnel, with the written approval of the Personnel Office of the Division are **created** email accounts thru the IT Officer.
- 2) In compliance with the DepEd Memo 227 d. 2012 (**Guidelines on the Use of the DepEd Email Service**), email accounts should follow the naming format:
firstname.lastname@deped.gov.ph
Example:
Name: Maria Clara Dela Cruz
Assigned Email: maria.delacruz@deped.gov.ph
- 3) Committees, TWGs, events and other non-personnel accounts **are not allowed to be issued** with DepEd email accounts.

PASSWORD Reset:

- 1) In resetting passwords for employees who have forgotten their password, a function is available for ITOs. (*pls. indicate the active personal account of the personnel who have forgotten their password - new password will be sent here*)

DELETION of Account:

- 1) The following are grounds for the deletion of email account of field personnel:
 - a) Resignation
 - b) Retirement
 - c) Deceased
 - d) Termination

- 2) Any personnel with the grounds for account deletion on or before **December 31, 2017** shall be deleted immediately.
- 3) Accounts that **have been duplicated** are also valid for deletion upon confirmation of the Personnel Office or concerned account holder.
- 4) Inactive accounts or accounts that have **"NEVER LOGGED IN"** after a period of two(2) months are to be deleted.

In connection with these guidelines, the school heads thru their respective School ICT coordinators are advised and requested to submit the updated DepEd Email accounts of teachers and personnel following the enclosed format (*Enclosure No. 1 – to be used by schools with no internet access*) and/or accomplish the online *google sheets* shared to their accounts(*ICT Coord. DepEd email account*) until **January 31, 2018**.

For questions and clarifications, please contact CP#09208779674/
jennifer.metica@deped.gov.ph

For information, guidance and compliance.

