



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

Schools Division of Catanduanes


SECTION
JAN 22 2019

Signature: 

DIVISION MEMORANDUM

No. 27 s. 2019

TO: Asst. Schools Division Superintendent
CID & SGOD Chiefs
SDO Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
School ICT Coordinators
Teachers and Non-Teaching Personnel

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

SUBJECT: Online Resolving of Issues/Problems on DepEd Email Account and other IT related Concerns Using Google Sheet and Reminders in Using DepEd Email Account

DATE: January 22, 2019

Please be informed that the ICTS Regional and Division Offices is currently conducting housekeeping of DepEd Email accounts in their respective regions and divisions until **February 15, 2019**. If you encountered difficulty in logging in your accounts, please coordinate with your designated ICT Coordinators for technical assistance.

In connection with the use of **DepEd Email Account** that serves as your **Professional Account**, please be reminded of the following to avoid future problems:

1. That it should only be used for **DepEd related transactions** only;
2. Do not give your username especially your **PASSWORD** to anybody;
3. Open your account **regularly or at least once for two months** to avoid deactivation of your account from the system and upload latest professional look pictures on your account for identification purposes;
4. All **permanent(at least 3 months) DepEd personnel** must have DepEd email account (to create accounts for newly hired teachers/personnel - no need to write a letter request, the designated ICT coordinator will just indicate in the Google Sheet the date of appointment of concerned teachers/personnel);
5. To those DepEd personnel with inactive/deactivated accounts, please coordinate with your designated school ICT coordinator for technical assistance. A written request with justifications addressed to SDS thru ITO signed by the account owner/holder will be made in case there is a need to reset password.

Further, designated ICT Coordinators are advised to open and update regularly the **Google Sheet** shared to their accounts to facilitate the resolving of IT related issues and concerns (*like DepEd Email Account, EHRIS, DCP inventory of IT equipment received by the school, etc.*).

Should you have any inquiry or concerns, you may contact **CP#09208779674/ jennifer.metica@deped.gov.ph**

For information, guidance and compliance.