



Republic of the Philippines
Department of Education
Region V(Bicol)

SCHOOLS DIVISION OFFICE OF CATANDUANES
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ASED

Schools Division Office of Catanduanes

RECORDS SECTION

Date: **NOV 07 2018**

Time: **11:32 AM**

Signature: *[Handwritten Signature]*

DIVISION MEMORANDUM
No. 305 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: *[Handwritten Signature]*
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

SUBJECT: REMINDERS ON THE USE OF DEPED EMAIL ACCOUNT

DATE: November 7, 2018

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 deletion from the system;
4. All **permanent(at least 3 months) DepEd personnel** must have DepEd email account;
5. To those DepEd personnel with inactive accounts or no DepEd email accounts, please coordinate with your designated school ICT coordinator for technical assistance. A written request with justifications addressed to SDS thru ITO-I will be made by the account owner/holder in case there is a need to create account or reset password.

Further, designated ICT Coordinators are advised to update and finalize the Google Sheet shared to their accounts until **November 29, 2018**.

For information, guidance and compliance.