



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

SCHOOLS DIVISION OFFICE OF CATANDUANES
Virac, Catanduanes

catanduanes@deped.gov.ph / catanduanesdiv15@gmail.com
www.deped.gov.ph/catanduanes.com (052)811-4063



DIVISION MEMORANDUM
No. 339 s. 2019

RELEASED

DepEd, Division of Catanduanes
RECORDS SECTION
Date SEP 20 2019
Time: 5:00 pm
Signature [Signature]

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

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

SUBJECT: UTILIZATION OF OFFICIAL DEPED EMAIL ACCOUNT OF SCHOOLS DIVISION OFFICE
SECTIONS/UNITS AND SCHOOL ACCOUNTS

DATE: September 20, 2019

This Office would like to inform the SDO Section Heads/Units and School Heads that this office thru the ICT-unit provided DepEd email accounts for the respective sections/units and schools for the following purposes:

- To have a permanent account for each division section/unit and schools;
- To help facilitate the online communication and submission of reports;
- Online sharing of files, training materials, emails and the like; and
- Other related transactions

Further, DepEd Email Account is a government service obtained for the interest of public service and will be used for **DepEd related transactions only** and shall follow the **Guidelines on the use of DepEd Email Service issued in DepEd Memorandum No. 227 s. 2012.**

Attached is the list of DepEd Email Account of each Division section/unit. School accounts will have this format: **<school id>.<name of school>@deped.gov.ph** or **113154.bugaoces@deped.gov.ph** (password for the school email will be provided thru workplace group of school heads and ICT coordinators)

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

For information, guidance and compliance.

DepEd Email Account of SDO Sections/Units

Office/Section/Unit DepEd Email Account	USERNAME
	catanduanes@deped.gov.ph
OFFICE OF THE SDS - PROPER	osdsoffice.ctd@deped.gov.ph
OFFICE OF THE ASDS	asdssoffice.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
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 & E)	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