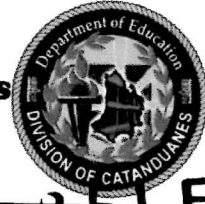




Republic of the Philippines
Department of Education
Region V(Bicol)

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RELEASED

DIVISION MEMORANDUM


No. 94 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: REMINDERS ON RESOLVING DEPED EMAIL ACCOUNT ISSUES/CONCERNS

DATE: April 6, 2018

DepEd, Division of Catanduanes
RECORDS SECTION
Date: APR 06 2018
Time: 1:35 P.M.
Initial/Signature: 

This office reiterates information/guidelines stated in the Division Memorandum No. 41 s. 2018, re: **NOTICE ON THE DEPED APPROVER SITE** dated January 22, 2018.

In connection with these guidelines, the school heads thru their respective School ICT coordinators are advised and requested to **access, accomplish and finalize** the online *google sheets* shared to their accounts (*ICT Coord. DepEd email account*) until **April 15, 2018** for the reason that creating/resetting of DepEd Email accounts is available only up to this date. Be reminded also that the ITO-I can create/reset your password only once, in case of forgotten password, you are advised to make a justification letter addressed to the SDS thru the ITO-I and it will be negotiated to the Central Office in-charge of DepEd Email accounts.

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

For information, guidance and compliance.