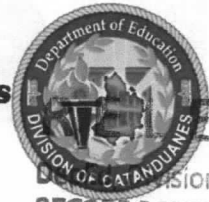




Republic of the Philippines
Department of Education
Region V(Bicol)

SCHOOLS DIVISION OFFICE OF CATANDUANES
Virac, Catanduanes

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




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Schools Division Office of Catanduanes
RECORDS SECTION
Date OCT 17 2019
Time: 3:20 PM
Initial/Signature [Signature]

MEMORANDUM

TO: Asst. Schools Division Superintendent
CID & SGOD Chiefs
SDO Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Elementary & Secondary School Heads
Elementary & Secondary Teachers
Non-teaching Personnel
All other Concerned

FROM:  **DANILO E. DESPI**
Schools Division Superintendent

SUBJECT: PROHIBITION OF SHARING OF DEPED EMAIL ACCOUNT AND PASSWORD

DATE: October 17, 2019

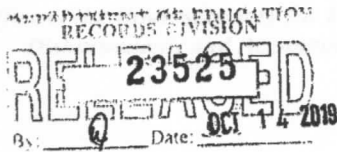
Attached is a Memorandum from DepEd Central Office dated October 9, 2019 entitled "**Sharing of DepEd Email and Password**" giving emphasis on the proper use of DepEd Email accounts and passwords that it should be in accordance with the **DepEd Order No. 85 s. 2012 – Policy on the Establishment of DepEd Email Service**. The Department of Education (DepEd) established the DepEd Email Service as one of the official means of communication; for use by its permanent employees and authorized consultants, personnel and staff, as such **it is hereby reiterated that DepEd Emails are properties of the government**, thus DepEd emails and passwords **must be kept confidential and must not be shared especially to groups and agencies that are not under the Department of Education**.

This Office hereby instructs all teachers and non-teaching personnel to use their DepEd Email account for **DepEd related transactions ONLY**.

For strict compliance.



QUAMEM001-1019-0386
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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 01-1019-0386
MEMORANDUM
09 October 2019

For: **Undersecretaries**
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools
All Others Concerned

Subject: **SHARING OF DEPED EMAIL AND PASSWORD**

We have received several reports that DepEd Emails and passwords are in possession of private lending institutions. We have encountered several instances where staff of such companies have posted in the DepEd Workplace about their agencies' loan services and other marketing ads.

In accordance with the DepEd Order No. 85, s. 2012 – **“Policy on the Establishment of DepEd Email Service”**, the Department of Education (DepEd) established the DepEd Email Service as one of the official means of communication; for use by its permanent employees and authorized consultants, personnel, and staff, as such **it is hereby reiterated that DepEd Emails are properties of the government. DepEd Emails and passwords must be kept confidential and must not be shared especially to groups and agencies that are not under the Department of Education.**

For strict compliance.

ALAIN DEL B. PASAY
Undersecretary



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (BLSS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: +6326337203,
+6326376207

Email: usec.admin@deped.gov.ph; Facebook/Twitter @depeditayo



Republic of the Philippines
Department of Education

377119

Office of the Undersecretary for Finance
Disbursements and Accounting

ICT SERVICE
Office of the Director IV

January 15, 2019

RECEIVED
JAN 17 2019

ADVISORY

By: Jeff Time: 4:40 PM

**To All Private Entities Accredited Under the Department's
Automatic Payroll Deduction System (APDS) Program**

Reports have reached this Department that there are APDS accredited private entities allegedly requiring their DepEd borrowers/members to submit the latter's **Automated Teller Machine (ATM) card** and **DepEd e-mail passwords** in order to apply for the former's businesses, loans or otherwise, under the Department's APDS Program.

Such practices, if proven to have been performed by an accredited entity after due process, are considered violations of the Terms and Conditions of the APDS Accreditation (TCAA, for brevity), which all currently accredited entities have executed.

Particular attention is invited to Simple Grounds (Item t) and Serious Grounds (Item o) of Annex "G" (Grounds for Suspension or Revocation of Accreditation for Lending, Insurance Premia, or Membership Dues/Contributions, As Applicable) of your respective TCAAs, as follows:

Simple Grounds

- t. *Accepting Automated Teller Machine (ATM) card as collateral from DepEd employees for their loans under APDS.*

Serious Grounds

- o. *Other acts or omissions constituting fraud, bad faith, or willful misrepresentation intended to obtain undue financial gain at the expense of a DepEd employee who is a borrower, policy holder or member of accredited entities, or to undermine the effectiveness of the APDS.*

This Department is therefore reminding all APDS accredited entities to refrain from enforcing the said requirements in undertaking their businesses to DepEd personnel under the APDS Program, whether for loans, insurance and/or association memberships, and strictly adhere to all the provisions stipulated in the TCAA.

Please be guided accordingly.

Victoria L. Medrana Catibog

VICTORIA L. MEDRANA CATIBOG
Undersecretary

Copy Furnished:

ALL REGIONAL DIRECTORS
DepEd Regions I to XIII, CAR, and NCR

- ✓ **DIR. ABRAM Y.C. ABANIL**
Director IV, Information and Communications Technology Service, this Department

ICTS