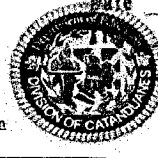




Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes

Email Add: catanduanes@deped.gov.ph/catanduanesdiv15@gmail.com
Website: www.depedrovcatanduanes.com Tel No.: (052) 811-40-63



RELEASED
DepEd-Division of Catanduanes
RECORDS SECTION
Date OCT 13 2015

8:10 am

8v

October 12, 2015

MEMORANDUM

TO: SDO Chiefs & Staffs
Public Schools District Supervisors
School Heads (Elem. & Sec.)
School ICT Coordinators (Elem. & Sec.)
Teachers (Elem. & Sec.)

FROM: NYMPHA D. GUEMO
Asst. Schools Division Superintendent
Officer-In-Charge

SUBJECT: REQUEST FOR A NEW DEPED EMAIL ACCOUNT AND PASSWORD RESET

Pursuant to DepEd Memorandum No. 227, s. 2012 on the Guidelines on the Use of the DepEd Email Service and Unnumbered Memorandum, re: Designation of Information Technology Officer as DepEd Email Administrators, you are hereby directed to request for a new email account and password reset (ex. jose.santos@deped.gov.ph) through accessing the link: <http://depedverify.appspot.com>. (Enclosure No. 1 – Application for DepEd Email Account Procedures)

The following deadlines in the application/deployment of DepEd email accounts are as follows:

- a. SDO Employees – October 19, 2015
- b. Secondary School Heads and designated School ICT Coordinators - November 9, 2015
- c. Elementary School Heads and designated School ICT Coordinators – November 16, 2015
- d. All Teachers – January 18, 2016

Submission of the List of Employees in your respective schools shall be prepared by designated school ICT Coordinators and be submitted at the SDO-IT Section c/o Ms. Jennifer B. Metica, IT Officer-I which is due on the above scheduled deadlines. (Enclosure 2 – List of Employees with DepEd Email Accounts)

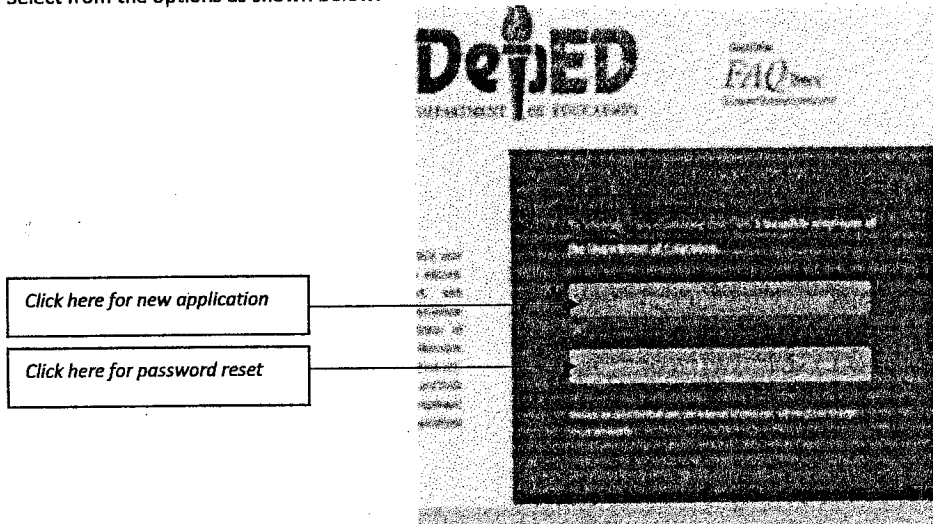
For assistance and guidance on accessing the said DepEd email account, please contact the Information Technology Officer-I, Ms. Jennifer B. Metica at SDO-IT Section with email add: jennifer.metica@deped.gov.ph.

For information, guidance and compliance.

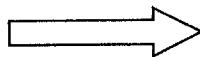
Enclosure No. 1 (REQUEST FOR A NEW DEPED EMAIL ACCOUNT AND PASSWORD RESET)

APPLICATION FOR DEPED EMAIL ACCOUNT PROCEDURE:

1. Type the link <http://depedverify.appspot.com> at the URL search box.
2. Select from the options as shown below:



3. Enter your Account details:



4. Click the Get My DepEd Email Account Tab.
5. Wait for the approval of the requested application.
6. **Once a request for a new application is approved**, the applicant receives a message through his/her alternative email. He/She must go back to the DepEd verification page and type in the exact same details in their application, which will also be reflected in the email, to retrieve their username and password.
7. **Once a request for password reset is approved**, the applicant receives a message through his/her alternative email informing him/her of his username and password. There is no need to go back to the verification page.
8. The designated School ICT Coordinator must advocate the application for and use of the DepEd email account in his/her respective schools following the deadlines in the application/deployment of DepEd email accounts as follows:
 - a. Secondary School Heads and designated School ICT Coordinators - November 9, 2015
 - b. Elementary School Heads and designated School ICT Coordinators – November 16, 2015
 - c. All Teachers – January 18, 2016

The image shows the DepEd account registration form. It includes fields for: First Name, Last Name, Birth Date (with a dropdown menu), Principal Email Address (with a dropdown menu), Phone Number (with a dropdown menu), and School (with a dropdown menu). There are also checkboxes for 'I am a new user' and 'I am a returning user'. The form is titled 'DepEd Email Account Registration' and includes the DepEd logo and 'DEPARTMENT OF EDUCATION' text.

Note: All DepEd permanent employees in the Division Office and schools (teaching & non-teaching) are required to apply.

