



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



DIVISION MEMORANDUM

No. 38, s. 2014

To : All Public Schools District Supervisors
Elementary and Secondary School Heads
Public Elementary and Secondary Teachers
ALS Coordinator and Mobile Teachers
Non Teaching Personnel

From : 
JOSE L. DONCILLO, CESO VI
Schools Division Superintendent

Subject : Issuance of New DepEd E-mail Addresses

Date : June 11, 2014

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1. To facilitate in bringing down email administration in our department to be used for a **Single Sign On** System and to enable access to all DepEd systems using your **DepEd email address**, all DepEd personnel who have never accessed their email before and those who remain to be for verification are advised to fill up the attached form and submit to the Division ICT Coordinator not later than June 19, 2014.
 2. The ICT coordinator will receive the response within 14 calendar days from their request of email issuance.
 3. All school heads and class advisers are directed to activate their DepEd email accounts as a requirement in updating the records and enrolling all learners in his/her class in the LIS, BEIS and the new School Forms.
 4. Attached is the format in filling up the new email account.
 5. For immediate dissemination, information and compliance.

Issuance of New Email Address Form

This form is for the use of ICT coordinators. Individual users must request for an email address through their division or regional ICT coordinator.

Your username (**efren.gurrobat@deped.gov.ph**) will be recorded when you submit this form.

* Required

First Name *

Middle Name *

Last Name *

Birthdate *

Tax Identification Number *

Alternative Email Address *

email address where we will send the account name and password of employee

Region *

Division *

Plantilla Item Code *

Plantilla Item *

Date of Hiring *

Reason for Application of Email Address *

- New Employee
- For Verification
- Never accessed email before
- Send me a copy of my responses.

Never submit passwords through Google Forms.