DIVISION MEMORANDUM
No. 305 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: SOCÓRRO V. DELA ROSA, CESO VI
Schools Division Superintendent

SUBJECT: REMINDERS ON THE USE OF DEPED EMAIL ACCOUNT

DATE: November 7, 2018

In connection with the use of DepEd Email Account that serves as your Professional Account, please be reminded of the following to avoid future problems:

1. That it should only be used for DepEd related transactions only;
2. Do not give your username especially your PASSWORD to anybody;
3. Open your account regularly or at least once for two months to avoid deletion from the system;
4. All permanent (at least 3 months) DepEd personnel must have DepEd email account;
5. To those DepEd personnel with inactive accounts or no DepEd email accounts, please coordinate with your designated school ICT coordinator for technical assistance. A written request with justifications addressed to SDS thru ITO-I will be made by the account owner/holder in case there is a need to create account or reset password.

Further, designated ICT Coordinators are advised to update and finalize the Google Sheet shared to their accounts until November 29, 2018.

For information, guidance and compliance.