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

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(ITE Coor. 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.