



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

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August 24, 2017

**RELEASED**

DepEd, Division of Catanduanes

RECORDS SECTION

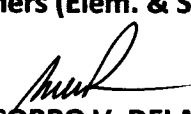
Date AUG 25 2017

Time: 9:00 H.R.

Initial/Signature: [Signature]

**MEMORANDUM**

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

**FROM** :  **SOCORRO V. DELA ROSA, CESO VI**  
Schools Division Superintendent

**SUBJECT** : **UPDATING OF DEPED EMAIL ACCOUNT DIRECTORY**

**DATE** : **August 24, 2017**

To facilitate the issuance of DepEd Email account to each permanent employee in our Division, you are hereby requested to submit the **updated and active DepEd email account** of teachers including non-teaching personnel in your respective schools to SDO-IT section on or before **September 15, 2017** using the attached template(Enclosure No. 1).

Further, please refrain from creating/resetting password if you have already an existing DepEd email account to avoid duplication and other issues/problems related to this activity.

For further assistance and guidance on creating/resetting the said DepEd email account, please refer/consult your designated school ICT Coordinator or you can visit us at SDO-IT Section and email us at: [jennifer.metica@deped.gov.ph](mailto:jennifer.metica@deped.gov.ph).

For information, guidance and compliance.

