



Date: March 4, 2019

DIVISION MEMORANDUM
No. 067, s. 2019

REMINDERS IN USING DEPED EMAIL ACCOUNT

To: OIC-ASDS
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All Others Concerned

1. Please be informed that we are currently conducting housekeeping of DepEd email accounts until March 2019. If you encountered difficulty in logging your accounts, please coordinate with your designated School ICT Coordinators for technical assistance.
2. 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:
 - a. It should only be used for DepEd related transactions only;
 - b. Do not give your username especially your PASSWORD to anybody;
 - c. Open your account regularly (at least once for two weeks) to avoid deactivation of your account from the system. Upload your latest professional passport size picture on your account for identification purposes;
 - d. All permanent (at least 3 months) DepEd personnel must have DepEd email account (to create accounts for newly hired teachers/personnel download the DepEd email request form at www.depedilocosur.net);
 - e. For those DepEd personnel with inactive/deactivated accounts, please coordinate with your designated School ICT Coordinator for technical assistance.
3. Immediate dissemination to all concerned on this matter is desired.



GEMMA Q. TACUYCUY, CESO V
Schools Division Superintendent

To be included in the perpetual index under the following subject:
DEPED EMAIL REMINDER