



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



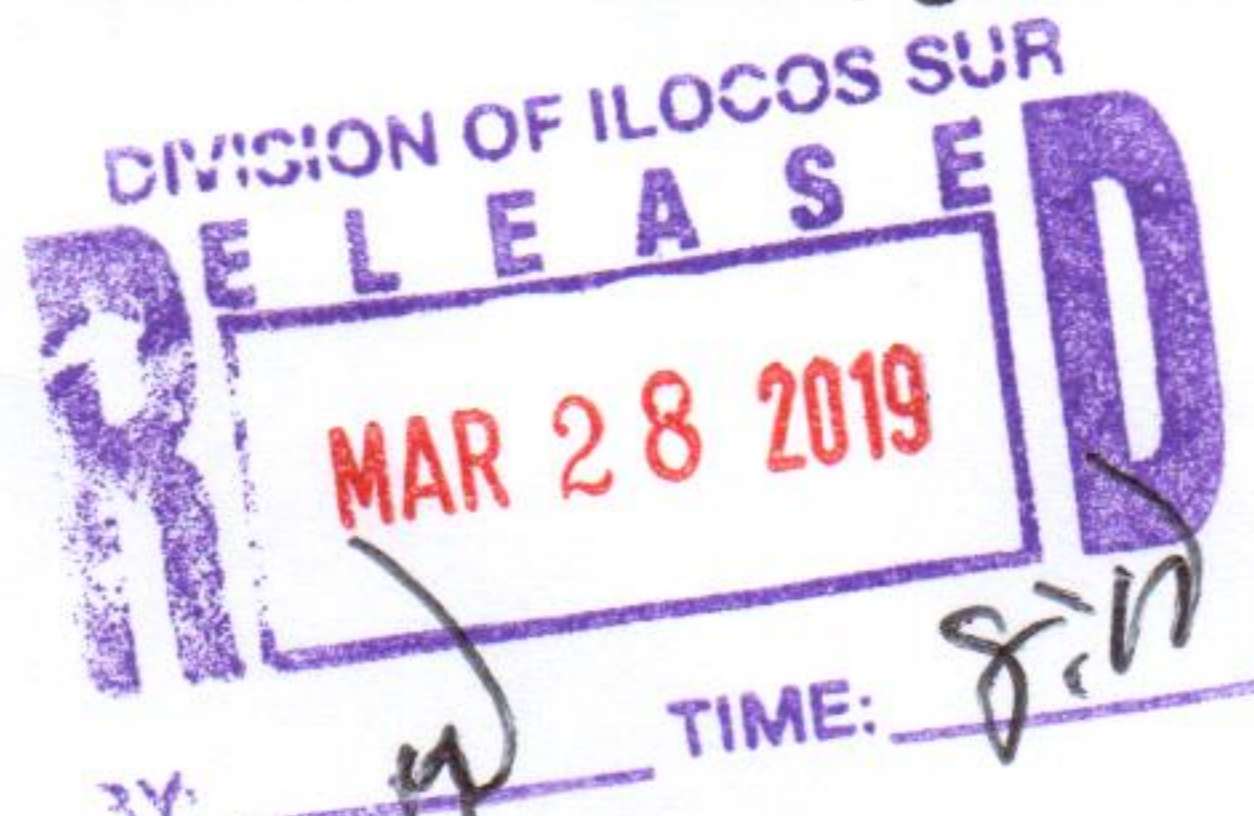
Date: March 28, 2019

DIVISION MEMORANDUM
No. 076, s. 2019

NEW PROCESS IN REQUESTING 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. In line with the Division Memo No. 236, s. 2018 & Division Memo No. 067 s. 2019, this office hereby issues the new guideline for requesting DepEd email account.
2. Due to bulk request of resetting passwords & creating DepEd email accounts, the following will NOW be strictly observed.
 - a. **Permanent personnel** with inactive, deleted or new to the organization and NO DepEd email account shall **contact** their **designated School ICT Coordinator** and have your issues be processed as one.
 - b. It is the duty of the designated School ICT Coordinator to accomplish the new DepEd email request form (download at <http://bit.ly/newDepEdemailREQUESTform>) and send email it to julimar.buquing@deped.gov.ph.
 - c. **Request via messenger, call and text will NO longer be entertained.**
*(It has been noted that there are personnel who keep on requesting for accounts and more so of resetting passwords even if they have already theirs for many times. Worst of it, there are those who even request thrice a month. Forgetting password is the topmost reason however, it must not serve as an excuse. Be an **active user** like a consistent active Facebook user. Please be **responsible** in keeping your account and password to avoid multiple request of resetting. **In case such circumstance arises**, request will no longer be entertained unless a **letter stating a valid reason will be endorsed** to the Schools Division Superintendent **countersigned** by the Assistant Schools Division Superintendent.)*
 - d. Status of DepEd email account requests can be viewed at <http://depedilocosur.net/index.php/status-of-deped-email-requests>
 - e. **Active use of the DepEd email is a must and feel proud of the DepEd brand.**
3. For information, guidance and compliance.



GEMMA Q. TACUYCUIY, CESO V
Schools Division Superintendent

To be included in the perpetual index under the following subject:
NEW PROCESS DEPED EMAIL REQUEST