Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

May 17, 2021

DIVISION MEMORANDUM
No. 123 **, s. 2021**

GUIDELINES ON THE ISSUANCE OF OFFICIAL DEPED EMAIL ACCOUNTS

To: Division Office Personnel
Public Schools District Supervisors
Heads, Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. To enhance the existing media of communication, promote a sense of identity, and facilitate a culture of collaboration, all teaching and non-teaching personnel are enjoined to use the assigned DepEd email accounts for official purposes. Official DepEd Email Accounts will be the identity of DepEd Employees and will be used for future DepEd online systems. Unauthorized access and usage of the said DepEd online systems using an employee's DepEd Email account would be his/her accountability. The following guidelines are to be observed:

   a. Applicants requesting for DepEd email accounts must secure an endorsement letter from their principal/school head/Officer In-Charge.
   b. Provide a phone number or personal email to contact you and attach it to your endorsement letter.
   c. Submit the signed endorsement letter to the ICT unit of the Division. The Administrative Officer IV (Human Resource Management Officer) will validate the authenticity of the document if the requester is a bonafide employee of the Division assigned to the school or office.
   d. Once validated, the Division Information Technology Officer (DITO) will create/reset the official DepEd email account of the requester.
   e. Please do not forget your DepEd Email and Password once your account is created.

2. Official DepEd Email accounts should ONLY be accessed/processed by a DepEd employee (teaching and non-teaching). Sharing of email details and information such as passwords especially to non-DepEd employees is strictly prohibited. Designated School ICT Coordinators are advised to provide technical assistance to their co-employees if needed. Any unauthorized access and usage of the official DepEd Email account shall be the sole responsibility of the Email Account User/Owner.

3. For password reset, the concerned personnel should request the District ICT Coordinator to encode in the google sheet for record purposes. Only three (3) password reset may be allowed. When the requester exceeds the number of allowable password reset, he/she should write a letter request addressed to the Schools Division Superintendent attention the DITO, stating the reason why the account is to be reset again.

4. All permanent teaching and non-teaching personnel are encouraged to use their official DepEd Email accounts for official transactions and communications.

Aklan West Road, Poblacion, Numancia, Aklan
Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741
Website: http://www.depedaklan.org
Email Address: aklan.1958@deped.gov.ph

5. 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 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;
d. Upload your latest professional passport size picture on your account for identification purposes; and
e. Duplicate accounts and inactive email accounts ("Never Logged In") after three (3) months will be deleted.

6. For those DepEd Personnel with inactive/deactivated accounts, please coordinate with your designated School ICT Coordinator for technical assistance.

7. All newly hired regular employees shall be given a deped.gov.ph account by the ICT administrator upon instruction of the personnel officer. Such account shall be created for the employee on the first day that the same is required to report for work. A basic orientation of the usage policy and other matters related to the deped.gov.ph service shall also be administered by the personnel officer.

8. Individuals who are no longer connected with DepEd by reason of resignation, transfer of office, retirement, or other causes of termination or suspension of service, shall be prohibited from access to the deped.gov.ph service through account deletion. For every instance of effective separation from the DepEd, the Personnel Officer shall include the deactivation of accounts by the ICT administrator as part of the clearance process.

9. When persons are suspended or are separated pending the accomplishment of clearances, or other analogous instances, the personnel officer shall inform the ICT administrator so that the latter can suspend email accounts or otherwise prevent unauthorized access to the same. Likewise, upon notice from the personnel officer, when the cause for account suspension has been resolved or remedied, the ICT administrator shall restore the account access.

10. Immediate dissemination of and compliance with this Memorandum are desired.

MIGUEL MAC D. APOSIN EdD., CESO V
Schools Division Superintendent

Enclosure: None
References: *DepEd Memorandum No. 227, s. 2012*
To be indicated in the Perpetual Index under the following subjects:

GUIDELINES DEPED EMAIL ACCOUNTS

/fpj