



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

RECORDS SECTION

18 March 2021

DIVISION MEMORANDUM
No. 78, s. 2021

GUIDELINES ON THE ISSUANCE OF OFFICIAL DEPED EMAIL ACCOUNT

To: Assistant Schools Division Superintendents
Chiefs of Division, CID and SGOD
Division Unit Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads and Teachers
All Others Concerned

1. As part of the Department of Education's thrusts and directions toward improving governance particularly in strengthening its internal systems and processes, innovations related to information and communication systems are implemented to:
 - a. enhance existing communication channels in the Department making communication timely, reliable and accessible;
 - b. provide its personnel a sense of distinct online identity and affiliation with the Department; and
 - c. provide tools that will allow for teamwork among its employees in the planning, performance, and evaluation of tasks. Hence, promoting a culture of collaboration.
2. In line with this, SDO Nueva Ecija encourages all its employees to continuously use DepEd Email Services as one of the official means of communication.
3. Enclosed to this Memorandum is the guidelines on the issuance of official DepEd email account.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.


JESSIE D. FERRER, CESO V
Schools Division Superintendent

Encl.: NONE

Reference: DepEd Memorandum No. 227, s. 2012

To be included in the Perpetual Index

Under the following subjects:
DEPED EMAIL

DM 2021 Guidelines on the Issuance of Official DepEd Email Account
1-7/RSE 03-18-2021



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GUIDELINES ON THE ISSUANCE OF OFFICIAL DEPED EMAIL ACCOUNT

A. REQUEST FOR CREATION OF DEPED EMAIL

1. All applicants requesting for DepEd email accounts must submit a softcopy of their appointment to the School ICT Coordinator.
2. School ICT Coordinator shall consolidate all DepEd Email Creation request and requirements.
3. School ICT Coordinator must secure an endorsement letter from their Principal/School Head/OIC indicating a summary of the consolidated Creation request for DepEd email accounts.
4. School ICT Coordinator shall email the following:
 - a. Endorsement Letter
 - b. Appointment paper of all the requester indicated in the endorsement letter
 - c. Accomplished Excel Form (DepEd Email Request v2.0 - NEW)

4.1 The Email must contain

SUBJECT:

- **DepEd Email Request-NEW-School_ID**

EX. *DepEd Email Request-NEW-300123*

BODY:

- ICT Coordinator may indicate REMARK/S or other related concern regarding the submitted DepEd Email request.

4.2 Send Email to

admin.r3.nuevaecija@deped.gov.ph

NOTE: Sent Email that are non-compliant with the Email format shall not be processed.

B. REQUEST FOR PASSWORD RESET OF DEPED EMAIL

1. All applicants requesting for DepEd email accounts password reset is allowed only TWO (2) Password Reset. When the requester exceeds the number of allowable password reset
 - **3rd and 4th Request for Reset** will require him/her to write a letter stating the reason why the account is to be reset again, approved by the Principal/School Head/OIC. Invalid reasons may lead to account suspension.
 - **5th and 6th Request for Reset** will require him/her to write a letter stating the reason why the account is to be reset again, approved by the Principal/School Head/OIC and PSDS. Invalid reasons may lead to account suspension.
 - **7th and above Request for Reset** will require him/her to write a letter to the Schools Division Superintendent stating the reason why the account is to be reset again, approved by the Principal/School Head/OIC and PSDS. Invalid reasons may lead to account suspension.
2. All applicants requesting for DepEd email accounts password reset must coordinate with the School ICT Coordinator.
3. School ICT Coordinator shall consolidate all DepEd Email Password Reset request and requirements.
4. School ICT Coordinator shall email the Accomplished Excel Form (DepEd Email Request v2.0 - RESET)
 - 4.1 The Email must contain

SUBJECT:

- **DepEd Email Request-RESET-School_ID**
EX. DepEd Email Request-RESET-300123

BODY:

- ICT Coordinator may indicate REMARK/S or other related concern regarding the submitted DepEd Email request.

4.2 Send Email to

admin.r3.nuevaecija@deped.gov.ph

NOTE: Sent Email that are non-compliant with the Email format shall not be processed.

C. REQUEST FOR RE-ACTIVATION OF DEPED EMAIL

All applicants requesting for DepEd email accounts re-activation

- **1st Request for Re-activation** will require him/her to write a letter stating the reason why the account should be re-activated, approved by the Principal/School Head/OIC and PSDS. Invalid reasons may lead to permanent account suspension or deletion.
- **2nd Request for Re-activation** will require him/her to write a letter stating the reason why the account should be re-activated, approved by the Principal/School Head/OIC and PSDS. Invalid reasons may lead to permanent account suspension or deletion.
- **3rd and above Request for Re-activation** will require him/her to write a letter to the Schools Division Superintendent stating the reason why the account should be re-activated, approved by the Principal/School Head/OIC and PSDS. Invalid reasons may lead to permanent account suspension or deletion.

D. REQUEST FOR CORRECTION OF DEPED EMAIL

1. All applicants requesting for Correction/Updating of DepEd email accounts must submit a softcopy of their Gov't ID to the School ICT Coordinator.
2. School ICT Coordinator shall consolidate all DepEd Email Correction/Updating request and requirements.
3. School ICT Coordinator must secure an endorsement letter from their Principal/School Head/OIC indicating a summary of the consolidated Correction/Updating request for DepEd email accounts.
4. School ICT Coordinator shall email the following:
 - a. Endorsement Letter
 - b. Gov't ID of all the requester indicated in the endorsement letter
 - c. Accomplished Excel Form (DepEd Email Request v2.0 - CORRECTION)

4.1 The Email must contain

SUBJECT:

- **DepEd Email Request-CORRECTION-School_ID**
EX. DepEd Email Request-CORRECTION-300123

BODY:

- ICT Coordinator may indicate REMARK/S or other related concern regarding the submitted DepEd Email request.

4.2 Send Email to

admin.r3.nuevaecija@deped.gov.ph

NOTE: Sent Email that are non-compliant with the Email format shall not be processed.

REMINDER:

1. Official DepEd Email should be used for DepEd related transactions
2. Do not share your Official DepEd Email
3. Do not give/share your PASSWORDs to anyone
4. It will be the sole responsibility of the Email Account user/owner for the possible consequences such as unauthorized access and usage
5. Open your account regularly (at least twice a week) for email updates/communications and to avoid deactivation of your account from the system
6. Everyone is highly encouraged to use their Official DepEd Email accounts for official transactions and communications