



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY
City of Tagbilaran



April 26, 2018

DIVISION MEMORANDUM
NO. 234, s.2018

**NEW GUIDELINES ON CREATION, PASSWORD RESETTING AND DELETION OF
DEPED EMAIL ACCOUNT**

To: **OIC - Asst. Schools Division Superintendent
Curriculum Implementation Division (CID)
School Governance and Operations Division (SGOD)
Public Elementary and Secondary School Heads
School ICT Coordinators
All Division Unit and Section Heads
All Teaching and Non-Teaching Personnel**

1. In reference to a Memorandum issued by the Director of Information and Communications Technology Service dated January 10, 2018, please be informed that there will be new guidelines in the creation, password resetting, suspension and deletion of DepEd email accounts.
2. The depedverify.appspot.com site will no longer be available for request for DepEd account creation and password reset.
3. The Division Information Technology Officer (ITO), will be the authorized admin for the DepEd email management in the issuance or deletion of personnel DepEd email accounts.
4. Only Regular DepEd personnel are created email accounts thru the IT Officer. Other non-personnel accounts are not allowed to be issued with DepEd email accounts.
5. In compliance with the DepEd Order 227 s. 2012, email accounts should follow the following naming format: `firstsecondname.lastname@deped.gov.ph`

Example:

Name: Juan Dela Cruz

Assigned email: `juan.delacruz@deped.gov.ph`

6. Password reset function is available for the ITO in resetting passwords for employees who have forgotten their password but is limited to the accounts within the specific division.
7. Email accounts deletion are based on the following grounds:
 - a) Resignation
 - b) Retirement
 - c) Deceased
 - d) Termination
 - e) Duplicate accounts
 - f) Inactive accounts or accounts that have "Never Logged In" after two (2) months.
8. New employees and existing employees with no DepEd email, to sign-up for a DepEd email at www.deped.in/tagbiregistration or www.bit.ly/tagbiregistration.
9. Employees with existing DepEd Email but forgot their password shall request for Reset of existing DepEd Email password at www.deped.in/tagbireset or www.bit.ly/tagbireset.
10. Immediate dissemination of and compliance with this Memorandum is desired.

for:

Virginia C. Zapanta
VIRGINIA C. ZAPANTA, Ed.D., CESO V
Schools Division Superintendent

