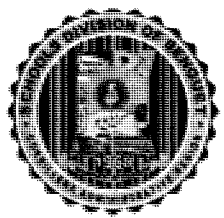




Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
Wangal, La Trinidad, Benguet 2601



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DIVISION MEMORANDUM

No. **09** s. **2016**

file

Date: January 11, 2016

TO All Public Schools District Supervisors
All School Heads
All DepED Employees

FROM: 
FEDERICO P. MARTIN, Ed.D., CESO VI
OIC-Schools Division Superintendent

SUBJECT: **Reiteration on the Compliance to the Establishment/Creation of an official DepED e-mail address Account for all permanent DepED employees**

1. Per record the Division ITO has only received DepED e-mail application request of 604 total as of January 11, 2016. The Division of Benguet comprises of roughly about 5,000 employee, statistically only $\frac{1}{10}$ of the entire workforce has complied with the DepED e-mail service.
2. The deadline for the application for DepED e-mail is fast approaching which is set on February 26, 2016 slated for Teachers and Non-Teaching personnel. Nevertheless, school heads from both elementary and secondary level can still apply for a DepED email.
3. The DepED e-mail application site is <https://depedverify.appspot.com>. Upon entering the site, the employee has two options:
 - a. GREEN (with a caption "I don't have a DepED e-mail account") – is for employee who is first time in applying for a DepED e-mail and have not attempted in applying for a DepED e-mail.
 - b. YELLOW (with a caption "I have a DepEd email but forgot my password") – is also known as RESET. This option is for employee who did apply for a DepED e-mail before but did not have any verification at all. This option is also used to reset their DepED e-mail password if they have forgotten.

NOTE:

 - When using the Yellow Option make sure to enter the correct DepED e-mail syntax which is formatted as follows: **firstname.lastname@deped.gov.ph**.
4. Reasons for employees requests which were REJECTED and/or have NO VERIFICATION are cited as follows:
 - a. **The employee has a TIN mismatch.** Which means that the TIN entered for the DepED e-mail application is different from the TIN registered in the PSIPOP (Plantilla). The solution is have the employee verify and correct their TIN against the PSIPOP data (for elementary PSIPOP visit the Personnel Unit while secondary PSIPOP is handled by the School Head/PSIPOP Administrator). Only after their TIN is validated can the employee make an application request for a DepED e-mail.
 - b. **The employee already have a DepED e-mail account.** Which means that employee made an erroneous application option. The employee must log-in to the application site and choose the yellow option with a caption "I have a DepEd email but forgot my password". Then enter the correct DepED e-mail syntax which is formatted as follows **firstname.lastname@deped.gov.ph** and enter all the need data. Non-compliance to the DepED e-mail format will immediately Rejected.
 - c. **The employee personal e-mail is non-existent.** Some application request which were approved or rejected but the employee has no means of verifying since their personal e-mail is non-existent. The DepED e-mail service has no means of verifying

if the personal e-mail is live or not. Therefore the employee must enter a live and existent personal e-mail for them to be able to receive the DepED Verification and their DepED email Temporary Password.

- d. ***Other inconsistent data.*** Aside from the cited above, data on birth day is also checked against the PSIPOP. If the discrepancy is too big, it might be a reason to be REJECTED.
5. The DepED e-mail service will be used as the key access to most of DepED Programs & Projects. To date as part of DepED clearing house, all LIS and EBEIS end-users username and access were reorganised. Wherein end-users are required to re-register new usernames using their DepED e-mails.
6. Aside from being used as access keys, other google apps were also integrated within the DepED e-mail service like google docs, sheets, sites and mostly the DepED e-mail service has unlimited google Drive apps.
7. For information, dissemination and compliance.