



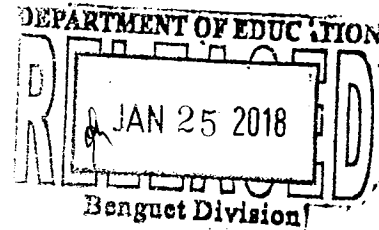
Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet 2601



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January 22, 2018

DIVISION MEMORANDUM
No. 30 s., 2018



**Updates on the Creation/Resetting of DepEd Email Accounts
for Permanent Employees**

TO: All Division Chiefs
All Unit/Section Heads
All Secondary/Elementary School Heads
All SDO Benguet Personnel
All Others Concerned

1. Pursuant to the unnumbered DepEd Memorandum dated January 10, 2018 entitled Notice on the DepEd Approver Site signed by Dir. ABRAM Y. ABANIL, Director IV, ICTS, DepEd Central Office, this is to inform everyone that the use of the DepEd email request facility through the <https://depevery.appspot.com> is **NO LONGER AVAILABLE**.
2. Creation of DepEd email account will only be granted for permanent employees with an written approval from the Division Personnel Office indorsed to the Division IT Officer.
3. In compliance with DM No. 227, s. 2012, a DepEd email account should have the following naming syntax: firstname.lastname@deped.gov.ph
Example:
Name: JUAN T. de la CRUZ
Deped email: juan.delacruz@deped.gov.ph
4. Committees, TWGs, events and other non-personnel accounts **are not allowed to be issued** with DepEd email accounts.
5. The Division HR officer is also requested to coordinate with the Division IT Officer in the issuance of deletion/suspension of DepEd email account of employees who were separated from the service through either:
 - a. Resignation
 - b. Retirement
 - c. Deceased
 - d. Termination
 - e. Transfer to other Gov't agency (non-DepEd)
6. Employees who forgot their DepEd email Password can make their request for a RESET by accessing the link <http://bit.ly/depedemailRESET> or bit.ly/depedemailRESET in exact context.
7. Inactive DepEd email accounts or accounts that have "Never Logged in" after a period of one (1) year are to be deleted.
8. For more inquires with regard the DepEd Email please contact the ICT Unit, SDO Benguet through 074 422 6570 or email us at eric.wanson@deped.gov.ph.
9. For information, guidance and wide dissemination.


MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent 