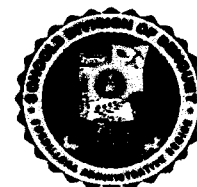




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
Wangal, La Trinidad, Benguet 2601
Telefax: (074) 422-6570; (074) 422-7501; 422-3790; 422-2001



October 17, 2015

DIVISION MEMORANDUM

No. s. 2015

**TO: All Public Schools District Supervisors
 All School Heads
 All Employees**

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

SUBJECT: Establishment of an official e-mail address Account for all permanent DepED employees

1. Attached is the unnumbered DepED Memorandum signed by ASEC REYNALDO D. LAGUDA dated September 22, 2015 reiterating DM No. 227, s. 2012 on the Guidelines on the Use of the DepED Email Service.
2. The scope of the DepED Memorandum is that all DepED permanent employees are required to register and have an official DepED e-mail account. To register or reset password, employee should log on to <http://depedverify.appspot.com> and follow the procedure.
3. The deadline for registration of DepED email accounts are as follows:

OFFICE/POSITION	DEADLINE
a. Schools Division Office Employees	October 23, 2015
b. Secondary School Heads & designated Information and Communications Technology Coordinators	November 20, 2015
c. Elementary School Heads & designated Information and Communications Technology Coordinators	December 18, 2015
d. All Teachers and Non-Teaching Employees	February 18, 2016

4. For more information and/or concerns please email us at sdobenguet.ict@gmail.com or eric.wanson@deped.gov.ph
5. For information, guidance and strict compliance.

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