



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION XI**  
 Davao City



Address: F. Torres St., Davao City (8000)  
 Contact/Telefax Number: (082) 291-1665(082) 221-6147

Email: [region11@deped.gov.ph](mailto:region11@deped.gov.ph)  
 Website: [www.depedroxi.ph](http://www.depedroxi.ph)

February 19, 2019

**REGIONAL MEMORANDUM**

No. 032 s. 2019

**ENUMERATION AND ACTIVATION OF THE OFFICIAL DEPED  
 E-MAIL ADDRESSES OF THE KEY OFFICIALS OF  
 THE SCHOOLS DIVISION OFFICES**

TO : Schools Division Superintendents  
 Assistant Schools Division Superintendent  
 Chiefs, CID & SGOD

1. Pursuant to DepEd Order No. 52, series of 2009 that requires all regional and division offices to use the official DepEd e-mail addresses, i. e. *deped.gov.ph email account*, the field is hereby required to enumerate and activate the official email addresses of DepEd Key Officials in the schools division offices of Davao Region.
2. The use of official DepEd e-mail for official communications within the organization at the region and schools division offices is reiterated to facilitate information dissemination and to further improve communication services with the end of sending and receiving updates and information in a seamless and up-to-date manner.
3. The Key Officials of the schools division offices include the schools division superintendents, assistant schools division superintendents, the chiefs of the curriculum and instruction division and the school governance and operations division. It will also include the section heads such as the accountant, budget officer and the administrative officer V.
4. As contained in the Inclosure No. 1 of DepEd Memo No. 227, s. 2012, all permanent employees of the Department of Education shall be assigned a *deped.gov.ph* account which can be accessed through <http://email.deped.gov.ph>. The same official account shall be used and submitted.
5. The guidelines on the acceptable use of the deped official e-mail accounts are found in Inclosure No. 2 of DepEd Memo No. 227, s. 2012 which is hereto attached, for guidance and strict observance.

DEPARTMENT OF EDUCATION REGION XI  
 RECORDS SECTION  
**RELEASED**

Empowerment Adaptability Goal-oriented Leadership *By: Excellence*  
 Date: 02/27/19 Time: 8:51





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6. Hereunder is the format of the Report Needed from each Schools Division Office :

Division	Name of Personnel	Position	Official DepEd E-mail Address

7. For information, guidance and compliance.

**ATTY. ALBERTO T. ESCOBARTE, CESO IV**  
 Regional Director

Enclosed: As Stated.  
 Reference: DM No. 227, s. 2012

To be indicated in the Perpetual Index.

OFFICIALS                      PERSONNEL                      REPORT

ROARD1/amg

*Empowerment    Adaptability    Goal-oriented    Leadership    Excellence*



**GUIDELINES ON THE ACCEPTABLE USE OF *deped.gov.ph* ACCOUNTS**

**1. Scope**

- a. These guidelines cover the use of a *deped.gov.ph* email account assigned to employees of DepEd.
- b. Where applicable, the substance of this policy shall also cover email communications by persons connected to the Department and acting on its behalf.

**2. Core Principles**

a. *Use*

Whenever an employee of DepEd is assigned a *deped.gov.ph* email account, the use of such account for all online official communications is highly encouraged.

b. *Professional Discretion*

- i. Considering that all communications through the *deped.gov.ph* email account are treated as official representations, exercise of utmost professional discretion is required specially when sending out to external parties.
- ii. The content of all such communications shall meet the appropriate standard in terms of form (e.g. language, spelling, grammar, punctuation, presentation), as well as substance.

c. *Protection Against Liability*

- i. Appropriate discretion shall be applied at all times in terms of representations, claims, and disclosures made through the *deped.gov.ph* email account.
- ii. In the spirit of email risk awareness and to mitigate possible liability, the inclusion of the following disclaimer in the signature line of all communications sent through the service is automatically included in every email:

*"This communication may contain confidential or privileged information, and is intended solely for the individual or entity to whom it is originally addressed. Any disclosure, copying, dissemination, or any action taken in reliance to it by others, other than the intended recipient, is strictly prohibited. The opinions, conclusions, and statements expressed in this message are those of the sender and may not necessarily reflect the views of the Department of Education."*

d. *Prohibited Use*

- i. The *deped.gov.ph* email account is a government email service obtained in the interest of public service. Transmission and storage of offensive, disruptive, discriminatory, pornographic, profane, abusive, libellous, derogatory, illegal, and otherwise similar material unbecoming of agents of the civil service are strictly prohibited.
- ii. The email account shall not be used in connection with any commercial, religious, social, political, and other similar interests.



### 3. Registration Kiosks

- a. One (1) computer terminal must be set up, to function as a registration facility, in every office (regional and division), and in all DepEd Training Centers from January 2, 2013 to March 30, 2013. This terminal should be readily available to all teaching and non-teaching DepEd employees.
- b. The abovementioned computer terminal must have a stable internet connection. The default homepage, <http://depdverify.appspot.com>, must be kept open during office hours.
- c. The regional or division ICT administrator shall be the officer responsible for the said registration kiosk.

### 4. Ingress and Egress Procedures

- a. During the initial registration, from October 1, 2012 to March 30, 2013, all registrants will go through a verification facility that can be accessed through <http://depdverify.appspot.com>.
- b. Registrants who provide information consistent with the DepEd database shall automatically be issued email accounts by the verification facility and can log-in to their accounts on the same day.
- c. Registrants who provide information inconsistent with the DepEd database shall undergo manual verification. They will be contacted within a week after their registration.
- d. To address manual verification concerns, the Central Office (CO) verification team has been established to coordinate with the respective ICT administrators and personnel officers of each region and division.
- e. Starting April 1, 2013, all newly hired regular employees shall be given a *depd.gov.ph* account by the ICT administrator upon instruction of the personnel officer. Such account shall be created for the employee on the first day that the same is required to report for work. A basic orientation of this usage policy and other matters related to the *depd.gov.ph* service shall also be administered by the personnel officer.
- f. Individuals who are no longer connected with DepEd by reason of resignation, transfer of office, retirement, or other causes of termination or suspension of service, shall be prohibited from access to the *depd.gov.ph* service through account deletion. In every instance of effective separation from the DepEd, the Personnel Officer shall include the deactivation of accounts by the ICT administrator as part of the clearance process.

### 5. Suspension

- a. When persons are suspended or are separated pending the accomplishment of clearances, or other analogous instances, the personnel officer shall inform the ICT administrator so that the latter can suspend email accounts or otherwise prevent unauthorized access to the same.
- b. Likewise, upon notice from the personnel officer, when the cause for account suspension has resolved or remedied, the ICT administrator shall restore the account access.