

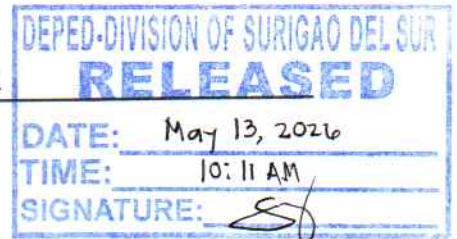


Republic of the Philippines
Department of Education
 CARAGA REGION
SCHOOLS DIVISION OF SURIGAO DEL SUR

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Office of the Schools Division Superintendent

DIVISION MEMORANDUM
 No. 119, s. 2026

**REPORTING OF COMPROMISED DEPED EMAIL ACCOUNTS AND
 IMPLEMENTATION OF EMAIL SECURITY MEASURES**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 School Heads (Elementary and Secondary)
 All Teaching Personnel and Non-Teaching Personnel
 This Division

1. In reference to Regional Memorandum No. 1072, s. 2025, this Office reiterates and adopts the guidelines on the reporting of compromised DepEd email accounts and the implementation of necessary security measures.
2. All personnel are reminded to remain vigilant against phishing attacks and other cyber threats that may compromise official DepEd email accounts and sensitive information.
3. In this regard, all concerned are directed to observe the following measures:
 - a. Never share DepEd email credentials.
 - b. Regularly update passwords and use strong, unique passphrases.
 - c. Enable 2-Step Verification (2SV), Two-Factor Authentication (2FA), or Multi Factor Authentication (MFA), especially for Google and Microsoft accounts.
 - d. Regularly review account activity and immediately report any unauthorized access to your IT personnel.
 - e. Avoid opening suspicious emails, attachments, or links, and do not download files from unverified senders.
 - f. Always verify the sender's email address before responding.
 - g. Log out after using shared or public computers and use incognito or private browsing mode when connected to public Wi-Fi networks to protect your identity.
 - h. Use DepEd email strictly for official transactions and refrain from personal or non-work-related activities.
4. Any suspected or confirmed compromised email account must be immediately reported to the Division ICT Unit or the School ICT Coordinator for appropriate action.

Address: Balilahan, Mabua, Tandag City, Surigao del Sur, 8300

Telefax No. (086) 211-3225

Email Address: surigaodelsur.division@deped.gov.ph

Website: depedsurigaodelsur.com

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5. Failure to comply with these guidelines and involvement in malicious or unauthorized use of official accounts shall be dealt with in accordance with existing DepEd rules and regulations
6. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent

Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

MGM/DM-MEMO
___/___/2026