



Division Memorandum
No. 033, s. 2019

TO: **ALL DEPED DIVISION PERSONNEL (TEACHING AND NON-TEACHING)**
This Division

FROM: **MARILOU B. DEDUMO, Ph. D., CESO V**
Schools Division Superintendent

SUBJECT: **ADDENDUM AND CORRIGENDUM TO DIVISION MEMO 224, S.2018 GUIDELINES FOR CREATING, PASSWORD RESET AND SUSPENSION AND DELETION OF DEPED EMAIL ACCOUNTS**

DATE: January 17, 2019

1. In compliance to the **DATA PRIVACY ACT of 2012**, the field is hereby informed that **EMPLOYEES' DEPED EMAIL PASSWORD SHOULD BE KEPT IN PRIVATE (personal)** and not to be given to anyone, since this is a **WORK EMAIL** and not a private email.
2. Personnel who want to create or have their DEPED EMAIL ACCOUNT password reset, **MUST FILL UP THE GOOGLE FORM THROUGH THIS LINK: <https://goo.gl/9tBxXB>**. A text message will be sent directly to the concerned personnel within **84 hours**. The Division ICT Unit **shall only accommodate requests from the google form**.
3. It is hereby reiterated that every personnel shall take the full responsibility of their DepEd Email Account which involves but not limited to:
 - safeguard this account from other users;
 - use it solely for official DepEd transactions mandated by the agency; and
 - address official agency matters directed to email;
4. Please be reminded further that every employee should memorize his/her DepEd Email Account. He/she can only request for resetting after **6 MONTHS** from the date of his/her creation of existing account. If in case, a certain employee can no longer recall the details of his/her account, he/she should secure a letter of request signed by the HRMO.
5. For **DepEd Email usage on LOANS**, Lending Institutions **SHOULD ONLY ASK FOR DEPED EMAIL** and **MUST NOT include password**. If they will require password, please call the attention of the Division ICT Unit thru the following:
 - email: marvin.minguillan@deped.gov.ph
 - phone: 09487371650 / 09565632993
6. Complaints/Inquiries shall be treated with utmost confidentiality.
7. All guidelines and provisions of Division Memorandum No 224, s.2018 that are not covered by this memorandum are still in effect.
8. Immediate dissemination of this memorandum is desired.