



DepEd – DIVISION OF QUEZON

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"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

January 14, 2020

DIVISION MEMORANDUM

DM No. 016, s. 2020

REITERATION OF DEPED ORDER NO. 85, S. 2012 RE: POLICY ON THE ESTABLISHMENT OF DEPED EMAIL SERVICE

To: Assistant Schools Division Superintendent, CID/SGOD Chiefs, Public School District Supervisors, Public/Private Elementary/Secondary School Principals, Teaching and Non-Teaching Personnel, All Others Concerned


1. In line with the implementation of DepEd Memorandum No. 227, s. 2012 re: Guidelines on the Use of the DepEd Email Service and DepEd Order No. 85, s. 2012 re: Policy on the Establishment of DepEd Email Service, this office reiterates the use of DepEd Email to our permanent employees wherein emails and password must be kept confidential and must not share especially to group and agencies that are NOT under the Department of Education. Please refer to the attached Regional Order No. 5, s. 2019 for reference.
2. Immediate dissemination of this Memorandum is desired.


CATHERINE P. TALAVERA, CESO VI

Schools Division Superintendent

ict/wbp01/14/2020

DEPEDQUEZON-TM-SDS-04-009-002


DEPED - QUEZON ICT UNIT
UPLOADED
Date/Time: <u>JAN 14 2020</u>
By: <u>Cristina S. B. B. B.</u>
Ref. no. <u>016</u>

Email address: quezon@deped.gov.ph

Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)



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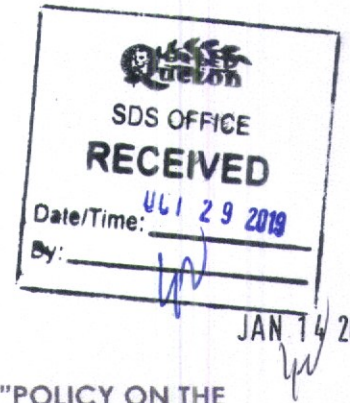


Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



TO : REGIONAL OFFICE PERSONNEL
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOLS DIVISION OFFICE PERSONNEL
SCHOOLS HEADS
TEACHERS
ALL OTHERS CONCERNED

FROM : WILFREDO E. CABRAL
Director III
Officer-in-Charge
Office of the Regional Director



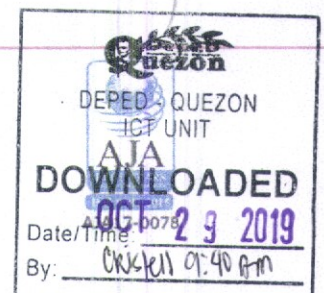
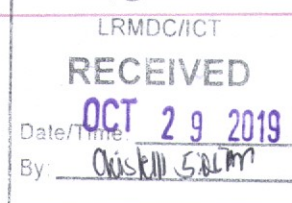
SUBJECT : REITERATION OF DEPED ORDER NO. 85 S. 2012 re: "POLICY ON THE ESTABLISHMENT OF DEPED EMAIL SERVICE "

DATE : October 21, 2019

- As part of the Department of Education's thrusts and directions toward improving governance particularly in strengthening its internal systems and processes, innovations in its information and communication systems are implemented that are aimed to:
 - enhance existing communication channels in the Department making communication timely, reliable and accessible;
 - provide its personnel a sense of distinct online identity and affiliation with the Department; and
 - provide tools that will allow for teamwork among its employees in the planning, performance, and evaluation of tasks. Hence, promoting a culture of collaboration.
- In line with these, the Department of Education (DepEd) establishes the DepEd Email Service as one of the official means of communication for use by its permanent employees and authorized consultants, personnel, and staff.
- All permanent employees are enjoined to register for their DepEd email accounts and adopt it in its day-to-day official communications.
- The use of the DepEd Email Service is a privilege and is subject to acceptable use by all DepEd employees. **Hence, all DepEd Employees emails and password must be kept confidential and must not shared especially to group and agencies that are not under the Department of Education.**



Land Line: 681-7249
Website: depedcalabarzon.ph
Document Inquiry: <https://r4a-teadoc.com/inquire>
Facebook: DepEd R-4A Calabarzon



5. To ensure that these policies are properly and effectively implemented, attached is the **DepEd Memorandum No. 227 s. 2012** and its "**Guidelines on the acceptable use of deped.gov.ph accounts**".
6. The provisions in this Order supersede the provisions in Item Nos. 2-8 of DepEd Order No. 52, s. 2009 entitled Requiring All Regional/Division Offices to Avail of Internet Subscription and Dissemination of Updated Official DepEd Email Addresses for Regional and Division Offices.
7. Immediate dissemination of and strict compliance with this Order is directed.



Republic of the Philippines
Department of Education

DEC 26 2012

DepEd MEMORANDUM
No. **227**, s. 2012

GUIDELINES ON THE USE OF THE DEPED EMAIL SERVICE

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools
All Others Concerned

1. To achieve the policy objectives of enhancing the existing media of communication, promoting a sense of identity, and facilitating a culture of collaboration, the Department of Education (DepEd) issues the **Guidelines on the Use of the DepEd Email Service** to operationalize the use of the DepEd Email Service pursuant to DepEd Order No. 85, s. 2012 entitled *Policy on the Establishment of DepEd Email Service*.
2. The enclosures contain the following guidelines for reference:

Enclosure No. 1 - Guidelines on Registration for deped.gov.ph accounts; and
Enclosure No. 2 - Guidelines on the Acceptable Use of deped.gov.ph accounts.
3. These guidelines shall remain in force and in effect until such time when they will be rescinded or amended. This Department through the Office of the Technical Service (TS) shall make the necessary modifications when deemed necessary, as long as consistency with the above stated policy thrusts is satisfied.
4. Any concern on these guidelines shall be directed to the Office of the Director, TS, DepEd Central Office (CO) through email address: helpdesk@deped.gov.ph or at telephone no.: (02) 638-4878.
5. Immediate dissemination of this Memorandum is desired.

BR. ARMIN A. LUISTRO FSC
Secretary

Encls.:

As stated

Reference:

DepEd Order (No. 85, s. 2012)

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES
INFORMATION TECHNOLOGY
POLICY
PROGRAMS
PROJECTS
RULES and REGULATIONS

JBM/DM Guidelines on the Implementation of the DepEdService
1734-November 14, 2012/12-17-12

Enclosure No. 2 to DepEd Memorandum No. 227, s. 2012

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.

- iii. Disclosing confidential and sensitive personal information is strictly prohibited, unless it is required by duty or assignment.
- iv. Use of the account to access illegal content or to access content (e.g. copyrighted information) in a manner that violates the law is likewise stringently forbidden.
- v. The introduction, intentional or otherwise, of any form of computer virus or malware, may it be from an email attachment or external link to a file, into the network is also strictly prohibited.
- vi. Each individual is responsible for any information or statement sent out from his or her own account, making him/her liable for violations stated in this policy.

e. *Acceptable Personal Use*

- i. Reasonable use of the *deped.gov.ph* service for personal electronic correspondence is acceptable. However, strict professional discretion is still expected to be employed at all times.
- ii. It is recommended that personal emails are saved in a folder separate from work-related email messages.

f. *Other Limitations*

DepEd shall exercise dominion over the *deped.gov.ph* account and over all data, material, and information received, transmitted, stored, or otherwise processed through the service.

3. Monitoring

- a. The privacy of every individual user shall be respected as a strict general policy. Supervision of accounts shall only be undertaken upon a finding of probable cause indicating a breach of the safe, proper, and reasonable use of the *deped.gov.ph* service or a violation of any law or other rules or regulations as possibly evidenced by contents processed through the *deped.gov.ph* service, as determined by the Executive Committee (ExeCom).
- b. The individual shall be informed that the account will be subjected for investigation and of the reason behind it.

4. Enforcement

- a. In the event that the prohibited acts stated in Section 2.d of this Policy Guidelines are violated, formal complaints may be lodged with the ICT



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DEPARTMENT OF EDUCATION
RECORDS DIVISION

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Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 01-1019-0386

MEMORANDUM

09 October 2019

Region IV-A
MAGSAYSAY SECTION
RECEIVED
bmo-10-472
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For: **Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary
Schools
All Others Concerned**

Subject: **SHARING OF DEPED EMAIL AND PASSWORD**

We have received several reports that DepEd Emails and passwords are in possession of private lending institutions. We have encountered several instances where staff of such companies have posted in the DepEd Workplace about their agencies' loan services and other marketing ads.

In accordance with the DepEd Order No. 85, s. 2012 – **“Policy on the Establishment of DepEd Email Service”**, the Department of Education (DepEd) established the DepEd Email Service as one of the official means of communication; for use by its permanent employees and authorized consultants, personnel, and staff, as such **it is hereby reiterated that DepEd Emails are properties of the government.** DepEd Emails and passwords **must be kept confidential and must not be shared especially to groups and agencies that are not under the Department of Education.**

For strict compliance.

ALAIN DEL B. PASA
Undersecretary



Office of the Undersecretary for Administration (OUA)

(Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (BLSS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO))

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: +6326337203,
+6326376207

Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo



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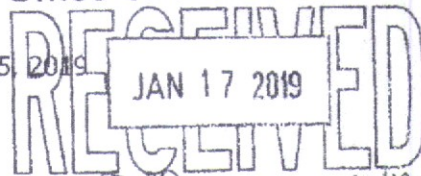
Republic of the Philippines
Department of Education

377119

Office of the Undersecretary for Finance
Disbursements and Accounting

ICT SERVICE
Office of the Director IV

January 15, 2019



ADVISORY

By: Jeff Time: 4:40 pm

**To All Private Entities Accredited Under the Department's
Automatic Payroll Deduction System (APDS) Program**

Reports have reached this Department that there are APDS accredited private entities allegedly requiring their DepEd borrowers/members to submit the latter's **Automated Teller Machine (ATM) card** and **DepEd e-mail passwords** in order to apply for the former's businesses, loans or otherwise, under the Department's APDS Program.

Such practices, if proven to have been performed by an accredited entity after due process, are considered violations of the Terms and Conditions of the APDS Accreditation (TCAA, for brevity), which all currently accredited entities have executed.

Particular attention is invited to Simple Grounds (Item t) and Serious Grounds (Item o) of Annex "G" (Grounds for Suspension or Revocation of Accreditation for Lending, Insurance Premia, or Membership Dues/Contributions, As Applicable) of your respective TCAAs, as follows:

Simple Grounds

- t. *Accepting Automated Teller Machine (ATM) card as collateral from DepEd employees for their loans under APDS.*

Serious Grounds

- o. *Other acts or omissions constituting fraud, bad faith, or willful misrepresentation intended to obtain undue financial gain at the expense of a DepEd employee who is a borrower, policy holder or member of accredited entities, or to undermine the effectiveness of the APDS.*

This Department is therefore reminding all APDS accredited entities to refrain from enforcing the said requirements in undertaking their businesses to DepEd personnel under the APDS Program, whether for loans, insurance and/or association memberships, and strictly adhere to all the provisions stipulated in the TCAA.

Please be guided accordingly.

VICTORIA L. MEDRANA CATIBOG
Undersecretary

Copy Furnished:

ALL REGIONAL DIRECTORS
DepEd Regions I to XIII, CAR, and NCR

✓ **DIR. ABRAM Y.C. ABANIL**
Director IV, Information and Communications Technology Service, this Department

ICTS