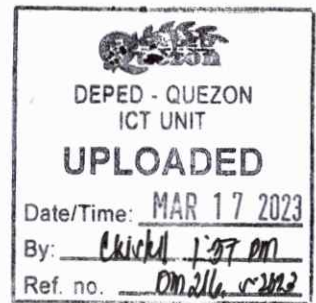




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



16 March 2023

DIVISION MEMORANDUM
DM No. 216, s. 2023

DEPED E-MAIL ACCOUNT MANAGEMENT

To: Assistant Schools Division Superintendents
SGOD and CID Chiefs
Education Program Supervisors
Education Program Specialists
Unit/Section Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. In relative to DM 213, s. 2018, re: Utilization of DepEd E-mail Accounts for Official Transactions and/or Communication, DM 120, s. 2018 re: Reiteration on DepEd E-mail Account and DM No. 320, s. 2021, re: Official School DepEd Email. It covers the Central Office system log-in accounts of DepEd E-mail that aims to facilitate more efficient process of transmittal and exchange of information and correspondence with the accountability of the end-user. It is the official E-mail used by the DepEd Employees for Teaching and Non-Teaching and Schools which is used in official transaction in the government and other log in credentials in DepEd Systems.
2. The following policy shall be observed by the ICT Section:
 - a. ensure that all end-users with online accounts in the DepEd systems are utilized in official manner.
 - b. provide resetting and creating of new account upon the request of the end-user
 - c. secure admin accounts all the time
 - d. report to the Regional Office once the end user reported a malicious hacking attack

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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3. To simplify the process, the following procedure shall serve as a guide in requesting **NEW DepEd Email Account:**

- a. The requesting party submit request to the nearest Records Section/Sub-Offices through their liason officer together with the following requirements:
 1. Letter of Request address to SDS thru ICT Section indicating employee no., fullname, birthdate and personal email
 2. Photocopy of School ID
- b. The Records Section forwards the document to the Personnel Section for employment verification of the requesting party. Once verified, it forwards the document to the ICT Section.
- c. The ICT Staff records and checks the completeness of the data then creates DepEd Email. Incomplete data will not be processed otherwise it will return to the Records Section with remarks of what is missing.
- d. Tracking status of the request can be accessed through this website www.depedquezondts.com.ph. Please always see “Remarks” portion for the instructions on Activation of New DepEd Email.

Q RESULTS

Transaction No.	3C08 [REDACTED]
Date of Submission	March 10, 2023 02:03 pm
Document Owner	[REDACTED]
Carrier Name	[REDACTED]
Subject	Request Letter for new DepEd email address
Document Status	Document has been archived in ICT
Remarks	Please check your active email address or kindly follow the instructions for DepEd email activation. 1. Go to www.google.com 2. Click Sign-In 3. Login with your deped email using <code>firstname.lastname@deped.gov.ph</code> (e.g. <code>juan.delacruz@deped.gov.ph</code>) Use default password <code>lastname+birthdate</code> e.g. <code>(delacruz11051980)</code> If invalid, try any of the following email format & default password to log in: * <code>firstname.lastname001@deped.gov.ph</code> e.g. <code>(juan.delacruz001@deped.gov.ph)</code> * <code>firstname.lastname002@deped.gov.ph</code> e.g. <code>(juan.delacruz002@deped.gov.ph)</code> * <code>firstnamemiddleinitial.lastname@deped.gov.ph</code> e.g. <code>(juannr.delacruz@deped.gov.ph)</code> * <code>firstnamemiddleinitial.lastname001@deped.gov.ph</code> e.g. <code>(juannr.delacruz001@deped.gov.ph)</code>
More Details/Follow-up	More Details

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4. In addition, the following procedure shall serve as a guide in requesting **NEW School DepEd Email and Resetting of DepEd E-mail**
 - a. The requesting party must filled up the online request form thru this link:
<https://tinyurl.com/RequestDepEdEmailReset>
 - b. The ICT Staff checks the details of the request. Once complete, it resets the DepEd E-mail, otherwise, it will coordinates the needed information to the requesting party through email.
 - c. After the reset, the ICT Staff records the transaction and sends instruction on how to activate DepEd E-mail Account to the personal email address of the requesting party while deped email of the ICT Coordinator for School Account.

5. Immediate dissemination of this Memorandum is earnestly desired.

ELIAS A. ALICAYA, JR., EdD
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent