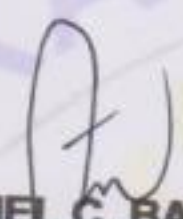




CITY SCHOOLS DIVISION OF ANTIPOLO

MEMORANDUM

TO : OIC Chief, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary School Heads
Public Secondary School Heads
HRMO Unit Head
ICT Coordinators
All other concerned

From : 
DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Subject: DEPED EMAIL MANAGEMENT

Date: February 5, 2018

Pursuant to Unnumbered Memorandum dated January 10, 2018, "Notice on the DepEd Approver Site", this office advises that request for email management should be submitted through a form provided and uploaded at Antipolo City Information Communication Technology FB group. Further, this should be accessed through your respective School ICT Coordinator.

Also, be informed that request for Password Reset is only allowed thrice (3x) after which, request will be made at the Central Office.

DepEd Email account SHOULD BE MAINTAINED and USED for all communications from school to the Central Office, otherwise, it will not be entertained.

Please see attached Regional Memorandum.

For your strict compliance and guidance.

#061, 2018



Republic of the Philippines
 Department of Education
DIVISION OF ANTIPOLO CITY
 Information Technology Unit



Republic of the Philippines
 Department of Education
DIVISION OF ANTIPOLO CITY
 Information Technology Unit

EMAIL MANAGEMENT

REQUEST FOR: *(please check appropriately)*

CREATE

First name: _____
 Last name: _____
 Active Personal Email: _____
 Employee no. : _____ Employment status: _____
 Position: _____

RESET:

____ 1x ____ 2x ____ 3x *(no. of times requested)*

Email Address : _____@depd.gov.ph

SUSPENSION & DELETION:

Email Address : _____@depd.gov.ph
 Reason:
 ____ Resignation ____ Retirement ____ Deceased ____ Termination
 ____ Non-renewal of Contract Other: _____

Noted and Submitted by:

 School ICT Coordinator

 School

Date : _____

EMAIL MANAGEMENT

REQUEST FOR: *(please check appropriately)*

CREATE

First name: _____
 Last name: _____
 Active Personal Email: _____
 Employee no. : _____ Employment status: _____
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Noted and Submitted by:

 School ICT Coordinator

 School

Date : _____

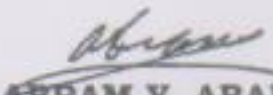


#0651

Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
Pasig City, Philippines

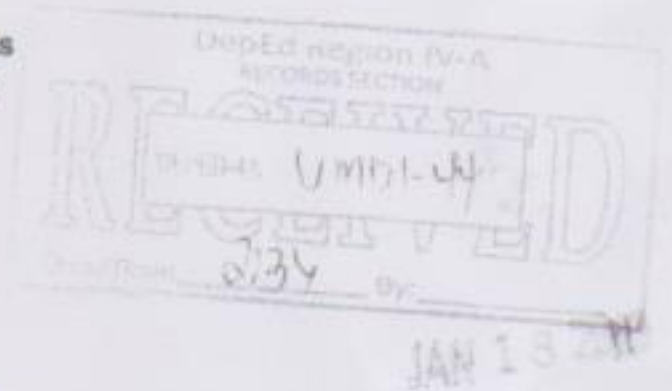
MEMORANDUM

FOR : **Regional Directors
Schools Division Superintendents
Information Technology Officers
Human Resource Personnel**

FROM : 
ABRAM Y. ABANIL
Director IV

SUBJECT : **Notice on the DepEd Approver site**

DATE : January 10, 2018



The use of the DepEd Approver Site is no longer available. As a workaround, IT Officers of the Regions and Divisions are encouraged to utilize the **Google Admin** accounts, which allows the management of email accounts in their respective areas. The email management includes the **creation, password reset, suspension** and **deletion** of accounts that should follow the guidelines included in this memorandum.

Issuance of the Google Admin account is upon compliance and submission of the form attached via email thru **icts.sdd@deped.gov.ph**.

GUIDELINES FOR EMAIL ACCOUNT MANAGEMENT

Only IT Officers of the Region/Division are allowed to have access to the Google Admin account for email management.

HR Personnel are requested to coordinate with the IT Officer in the issuance or deletion of personnel DepEd Email Account

Creation of DepEd Email account

1. Only Regular DepEd personnel, with the written approval of the Personnel Office of the Region/Division, are created email accounts thru the IT Officer.
2. In compliance with the DepEd Memo 227 s.2012, email accounts should follow the naming format: `firstname.lastname@deped.gov.ph`

Example:

Name: Maria Clara Dela Cruz

Assigned email: `maria.delacruz@deped.gov.ph`

3. Committees, TWGs, events and other non-personnel accounts **are not allowed to be issued** with DepEd email accounts.

Password Reset

1. A function is available for the ITOs in resetting passwords for employees who have forgotten their password.

Deletion of Account

1. The following are grounds for the deletion of email account of field personnel:
 - a. Resignation
 - b. Retirement
 - c. Deceased
 - d. Termination
 - e. Non-renewal of Contract
2. Any personnel with the grounds for account deletion on or before December 31, 2017 shall be deleted immediately.
3. Accounts that have been duplicated are also valid for deletion upon confirmation of the Personnel Office.
4. Inactive accounts or accounts that have "NEVER LOGGED IN" after a period of two (2) months are to be deleted.

For questions and clarification, please contact **Solutions Development Division** thru (02) 633-2092 or thru icts.sdd@deped.gov.ph

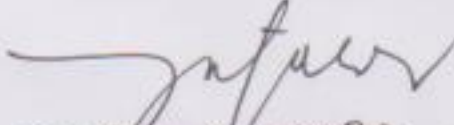


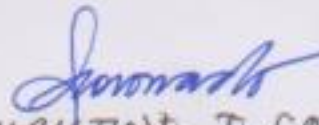
Republic of the Philippines
Department of Education
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Pasig City, Philippines

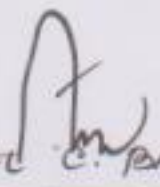
ISSUANCE OF GOOGLE ADMIN ACCOUNT FOR
DEPED EMAIL MANAGEMENT

Date: JAN. 25, 2018
REGION: N-A
DIVISION: ANTIPOLO CITY

This authorizes MARIA FLORABEL M. TOLENTINO (Complete Name of the Regional/Division Information Technology Officer), with the DepEd Email account: florabel.tolentino@deped.gov.ph, to manage (create and delete) personnel DepEd email accounts in the Google Admin dashboard, with the written approval of CHRISTINE T. CORONADO (Complete Name of Regional/Division HR Personnel).


MARIA FLORABEL M. TOLENTINO
Name and signature of Region/Division
IT Officer


CHRISTINE T. CORONADO
Name and signature of Region/Division
HR Personnel

Attested by: 
DR. ROMMEL C. BAUTISTA, CESO V
Regional Director / Schools Division Superintendent

Submit the scanned copy of the signed document only thru email via icts.sdd@deped.gov.ph.