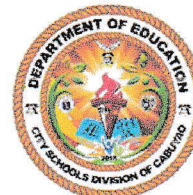




Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO



MEMORANDUM

TO: OIC-Assistant Schools Division Superintendent
OIC-Chief School Governance and Operations Division
Chief Curriculum Implementation Division
Public Schools District Supervisor
School Heads / Officer in Charge
Teaching and Non-Teaching Personnel
All Others Concerned

FROM: 
DORIS D. ESTALILLA, Ed.D.
OIC – Schools Division Superintendent

SUBJECT: GUIDELINES FOR THE ISSUANCE OF OFFICIAL DEPED EMAIL ACCOUNTS FOR ALL NATIONALLY FUNDED TEACHING AND NON-TEACHING PERSONNEL

DATE: June 6, 2018

Relative to the issuance of the official DepEd email accounts for all nationally funded teaching and non-teaching personnel, the following guidelines will be strictly implemented:

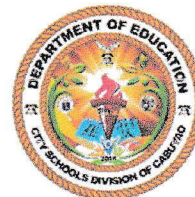
1. All applicants requesting for DepEd email accounts must secure an endorsement letter from their Principal/School Head/OIC.
2. The requester must personally submit the signed endorsement letter together with 2 valid government IDs (photocopy) to the HR Office of the Division. The HR Officer will validate the authenticity of the document if the requester is a bonafide employee of the Division assigned to school.
3. Once validated, the HR Officer will approve the endorsement letter. The requester will present the approved endorsement letter to the ICT Unit.
4. Upon presentation of the letter, members of the ICT Unit will create/reset the official DepEd email account of the requester.
5. Enclosed is the template of the endorsement letter to be used.

Immediate and wide dissemination of this Memorandum is desired.

UM No. 112, 2018



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ENDORSEMENT LETTER

This is to certify that Mr./Ms. _____ is a bonafide employee of DepEd Cabuyao City assigned to _____ as _____.

Please allow him/her to create and/or reset his/her DepEd email account. Thank you very much and we anticipate your favorable response regarding this matter.

NAME OF SCHOOL HEAD/OIC
Title/Position

Approved:

JHOANNA M. MANZANERO
Administrative Officer IV