



Republic of the Philippines  
Department of Education  
Region X



**DIVISION OF MISAMIS ORIENTAL**

Cagayan de Oro City

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**DIVISION MEMORANDUM**

No. 390 s. 2015

**To :** All permanent DepED employees in the Division Office and Schools (Teaching and Non-Teaching)

**From :** **CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent

**Date :** October 19, 2015

**Subject:** **ISSUANCE OF NEW DEPED EMAIL ACCOUNTS FOR ALL PERMANENT DEPED EMPLOYEES IN THE DIVISION**

1. Pursuant to DepED Memorandum No. 227 s. 2012 on the Guidelines on the Use of the DepED Email Service, the Division Information Technology Officer (ITO) is designated to administer DepED email accounts through verification and approval of requests for the issuance of new accounts and password reset of existing accounts in the Division.
2. All permanent employees in the Division shall request for new email accounts and password reset through <http://depedverify.appspot.com>.
3. The Division ITO will respond to the request within 14 calendar days.
4. Once a request for new application is approved, the applicant receives a message through his/her alternative email. He/she must go back to the DepEd verification page and type in the exact same details as in his/her application, which will also be reflected in the email, to retrieve his/her username/password.
5. Once a request for password reset is approved, the applicant receives a message through his/her alternative email informing him of his username and password. There is no need to go back to the verification page.
6. All District and School ICT coordinators must ensure 100% compliance in his/her respective District/School. The following deadlines in the deployment of DepED email accounts are as follows:
  - a. Division Office Employees – October 23, 2015
  - b. Secondary School Heads/SICs and designated ICT Coordinators – November 13, 2015
  - c. Elementary Schools Heads/SICs and designated ICT Coordinators – December 11, 2015
  - d. All Teachers – February 19, 2016
7. For strict compliance.