

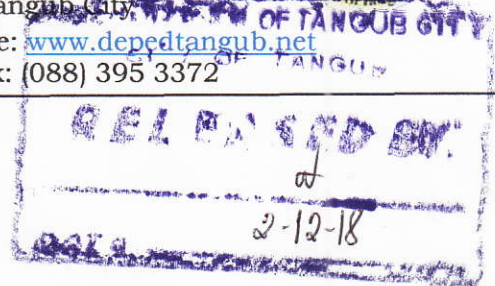


Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF TANGUB CITY**



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## DIVISION MEMORANDUM

No. **32**, s. 2018

### NEW GUIDELINES FOR DEPED EMAIL MANAGEMENT

To: Office of the Schools Division Superintendent  
Curriculum Implementation Division  
School Governance and Operations Division  
Principals/Head Teachers/TICs  
All Teaching and Non-Teaching Personnel  
This Division

1. This Office informs the field that the DepED Email Approver Site (<http://depedverify.appspot.com>) is no longer available per Unnumbered Memorandum re: "Notice on the DepED Approver Site".
2. As a workaround, Information Technology Officer was issued Google Admin account which allows the management of deped email accounts including creation, password reset, suspension and deletion.
3. Enclosed are the guidelines in the management of accounts.
4. For guidance and compliance.

**JEAN G. VELOSO**

Assistant Schools Division Superintendent  
OIC-Schools Division Superintendent

Encl: As stated

References: As stated

To be indicated in the perpetual index  
under the following subjects:

DEPED EMAIL REQUIREMENTS

JGV/ama/02122018

Inclosure No. 1

## **GUIDELINES FOR EMAIL ACCOUNT MANAGEMENT**

Only IT Officer of the 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 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](mailto:firstname.lastname@deped.gov.ph)

Example:

Name: Maria Clara Dela Cruz  
Assigned email: [maria.delacruz@deped.gov.ph](mailto: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:
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.

### **Request for Account Creation and Reset**

1. Go to <http://www.depedtangub.net>
2. Click RESOURCES menu then click DepED Email Creation/Reset