



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY
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DIVISION MEMORANDUM

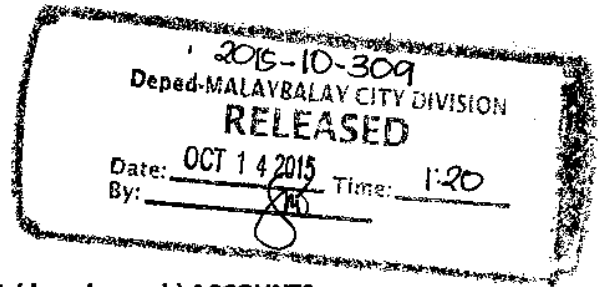
No. 400, s. 2015-

To : **Chief Education Supervisor & Staff, Schools Governance & Operations Division**
Chief Education Supervisor & Staff, Curriculum Implementation Division
Public Schools District Supervisors
School Heads (Elementary and Secondary) and Teaching Staff
Section/Unit Heads and Staff
All Others Concerned

From : *[Signature]*
EDILBERTO L. OPLENARIA, CESO VI
XOIC, Schools Division Superintendent

Date : October 14, 2015

Re : **ONLINE REGISTRATION FOR DEPED EMAIL (deped.gov.ph) ACCOUNTS**



1. Pursuant to DepEd Memorandum No. 227, s. 2012 dated December 26, 2012 re: Guidelines on the use of the DepEd Email Service, all permanent DepEd employees (teaching and non-teaching) in the Division Office and Schools are enjoined to register for their DepEd email accounts and adopt it in its day-to-day official communications.
2. Further, Employees may request for new email accounts and password reset through <http://depedverify.appspot.com>.
3. Once a request for new email account 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 their application, which will be also reflected in the email, to retrieve their username and password.
4. 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.
5. The following deadlines in the deployment of DepEd email accounts are as follows:

Employees	Deadline
Division Office Employees	October 23, 2015
Secondary School Heads and designated School ICT Coor.	November 20, 2015
Elementary School Heads and designated School ICT Coor.	December 18, 2015
All Teachers	February 26, 2016

6. For information, guidance and compliance of all concerned.