

Republic of the Philippines
DEPARTMENT OF EDUCATION

Region III

SCHOOLS DIVISION OF NUEVA ECIJA

Old Capitol Compound, Burgos Avenue, Cabanatuan City 3100




DIVISION MEMORANDUM

No. 158 s. 2015

TO: All Schools Division Office Employees
FROM: **EDNA SANTOS-ZERRUDO, Ed.D., CESO V**
Schools Division Superintendent
SUBJECT: REQUEST FOR *deped.gov.ph* EMAIL ACCOUNT
DATE: 13 OCTOBER 2015

1. Pursuant to DepEd Order No. 85, s. 2012 entitled Policy on the Establishment of DepEd Email Service, all permanent employees of Schools Division of Nueva Ecija shall be assigned a *deped.gov.ph* account which can be accessed through <http://depedverify.appspot.com>.
2. Employees must supply the following data:
 - a. Tax Identification Number (TIN)
 - b. First Name, Middle Name, Last Name, Suffix (optional)
 - c. Birthdate
 - d. Personal Email, and
 - e. Cellphone Number
3. ~~Consultants and personnel under contract of service may be assigned their~~ respective accounts upon the request of their immediate heads of the unit and subject to the discretion and approval of the DepEd email administrators. The requests shall be based on the need of the said individuals for official email accounts in the performance of their duties.
4. Once a request for new application is approved, the applicant shall receive a message through his/her personal 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 be reflected in the email, to retrieve his/her username and password.
5. Employees may use the computers and internet connectivity at ICT Room in the Library Hub for this purpose.
6. Deadline of request is on October 20, 2015.


EDNA SANTOS-ZERRUDO, Ed.D., CESO V
Schools Division Superintendent 