



Republic of the Philippines

Department of Education

REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA



02 November, 2021


DIVISION MEMORANDUM

No. 347, s. 2021

**ADDENDUM TO DIVISION MEMORANDUM NO. 78 s. 2021
(GUIDELINES ON THE ISSUANCE OF OFFICIAL DEPED EMAIL ACCOUNT AND O365 ACCOUNT)**

TO: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
All Others Concerned

1. The Schools Division Office informs all personnel on the additional guidelines on the issuance of official DepEd email account and O365 account. Enclosed are the guidelines on the following requests:
 - a. Creation of DepEd Email (Gmail Account)
 - b. Creation of DepEd O365 Account
 - c. Password Reset of DepEd Email (Gmail And O365 Account)
 - d. Re-Activation of DepEd Email (Gmail And O365 Account)
 - e. Correction of DepEd Email (Gmail And O365 Account)
2. Other provision of the said Memorandum still remain.
3. Immediate dissemination of this Memorandum is highly enjoined.


JESSIE D. FERRER, CESO V
Schools Division Superintendent *pw*

Encl.: As stated

Reference: DM 78, s. 2021

To be included in the Perpetual Index
under the following subjects:
DEPED EMAIL
O365
GUIDELINESS

DM 2021 Addendum to DM 78 s. 2021
1-7/RSE 11-02-2021



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DE 50500742
QM15

A. REQUEST FOR CREATION OF DEPED EMAIL (Gmail Account)

1. All applicants requesting for DepEd email accounts must submit a softcopy of their appointment to the School ICT Coordinator.
2. School ICT Coordinator shall consolidate all DepEd Email Creation request and requirements.
3. School ICT Coordinator must secure a signed endorsement letter from their Principal/School Head/OIC indicating a summary of the consolidated Creation request for DepEd email accounts.
4. School ICT Coordinator shall email the following:
 - a. Signed Endorsement Letter
 - b. Appointment paper of all the requester indicated in the endorsement letter
 - c. Accomplished Excel Form (DepEd Email Request v2.0 - NEW)

4.1 The Email must contain

SUBJECT:

- **DepEd Email Request-NEW-School_ID**

EX. DepEd Email Request-NEW-300123

BODY:

- ICT Coordinator may indicate REMARK/S or other related concern regarding the submitted DepEd Email request.

4.2 **Official DepEd School Email** must be used to submit **ALL** DepEd Email related request.

4.3 Send Email to

admin.r3.nuevaecija@deped.gov.ph

NOTE:

- Sent Email that are non-compliant with the Email format shall not be processed.
- DepEd Email related request not sent by Official DepEd School Email shall not be processed.

B. REQUEST FOR CREATION OF DEPED O365 Account

1. All applicants requesting for DepEd O365 accounts must have an **EXISTING ACTIVE** DepEd Email (Gmail) Account.
2. All applicants requesting for DepEd O365 accounts should have **ACCOMPLISHED** the **"DepEd Email Verification Online Form"**.

REMINDERS:

1. Respondents must login to their respective DepEd Gmail Account to access the Online Form.
2. Only One Response per Email is allowed.
3. Respondents cannot edit their response after submission.
4. All Data should be ACCURATE. Your response will be verified before processing the request.
5. Inconsistent data verified from the **ACCOMPLISHED "DepEd Email Verification Online Form"** shall not be processed.
6. Respondents will receive email of the details of their **New O365 Account**.

LINK:

DepEd O365 Account - CREATION Request
https://bit.ly/DepEdO365_Creation

C. REQUEST FOR PASSWORD RESET OF DEPED EMAIL (Gmail and O365 Account)

1. All applicants requesting for DepEd Email and O365 account password reset is allowed only TWO (2) Password Reset. When the requester exceeds the number of allowable password reset
 - **3rd and 4th Request for Reset** will require him/her to write a letter stating the reason why the account is to be reset again, approved by the Principal/School Head/OIC. Invalid reasons may lead to account suspension.
 - **5th and 6th Request for Reset** will require him/her to write a letter stating the reason why the account is to be reset again, approved by the Principal/School Head/OIC and PSDS. Invalid reasons may lead to account suspension.
 - **7th and above Request for Reset** will require him/her to write a letter to the Schools Division Superintendent stating the reason why the account is to be reset again, approved by the Principal/School Head/OIC and PSDS. Invalid reasons may lead to account suspension.
2. All applicants requesting for DepEd Email and O365 account password reset must coordinate with the School ICT Coordinator.
3. School ICT Coordinator shall consolidate all DepEd Email and O365 account Password Reset request and requirements.
4. School ICT Coordinator shall email the Accomplished Excel Form (DepEd Email and O365 Request v2.0 - RESET)
 - 4.1 The Email must contain
 - SUBJECT:**
 - **DepEd Email and O365 Request-RESET-School_ID**
EX. DepEd Email and O365 Request-RESET-300123
 - BODY:**
 - ICT Coordinator may indicate REMARK/S or other related concern regarding the submitted DepEd Email request.
 - 4.2 **Official School Email** must be used to submit **ALL** DepEd Email related request.
 - 4.3 Send Email to
admin.r3.nuevaecija@deped.gov.ph

NOTE:

- Sent Email that are non-compliant with the Email format shall not be processed.
- DepEd Email related request not sent by Official DepEd School Email shall not be processed.

D. REQUEST FOR RE-ACTIVATION OF DEPED EMAIL (Gmail and O365 Account)

All applicants requesting for DepEd email and O365 account re-activation

- **1st Request for Re-activation** will require him/her to write a letter stating the reason why the account should be re-activated, approved by the Principal/School Head/OIC and PSDS. Invalid reasons may lead to permanent account suspension or deletion.
- **2nd Request for Re-activation** will require him/her to write a letter stating the reason why the account should be re-activated, approved by the Principal/School Head/OIC and PSDS. Invalid reasons may lead to permanent account suspension or deletion.
- **3rd and above Request for Re-activation** will require him/her to write a letter to the Schools Division Superintendent stating the reason why the account should be re-activated, approved by the Principal/School Head/OIC and PSDS. Invalid reasons may lead to permanent account suspension or deletion.

E. REQUEST FOR CORRECTION OF DEPED EMAIL (Gmail and O365 Account)

1. All applicants requesting for Correction/Updating of DepEd Email and O365 account must submit a softcopy of their Gov't ID to the School ICT Coordinator.
2. School ICT Coordinator shall consolidate all DepEd Email and O365 account Correction/Updating request and requirements.
3. School ICT Coordinator must secure an endorsement letter from their Principal/School Head/OIC indicating a summary of the consolidated Correction/Updating request for DepEd Email and O365 accounts.
4. School ICT Coordinator shall email the following:
 - a. Endorsement Letter
 - b. Gov't ID of all the requester indicated in the endorsement letter
 - c. Accomplished Excel Form (DepEd Email and O365 Request v2.0 - CORRECTION)

4.1 The Email must contain

SUBJECT:

- **DepEd Email and O365 Request-CORRECTION-School_ID**

EX. DepEd Email and O365 Request-CORRECTION-300123

BODY:

- ICT Coordinator may indicate REMARK/S or other related concern regarding the submitted DepEd Email request.

4.2 **Official School Email** must be used to submit **ALL** DepEd Email related request.

4.3 Send Email to

admin.r3.nuevaecija@deped.gov.ph

NOTE:

- Sent Email that are non-compliant with the Email format shall not be processed.
- DepEd Email related request not sent by Official DepEd School Email shall not be processed.

REMINDERS:

- Official DepEd Email should be used for DepEd related transactions
- Do not share your Official DepEd Email
- Do not give/share your PASSWORDs to anyone
- It will be the sole responsibility of the Email Account user/owner for the possible consequences such as unauthorized access and usage
- Open your account regularly (at least twice a week) for email updates/communications and to avoid deactivation of your account from the system
- Everyone is highly encouraged to use their Official DepEd Email accounts for official transactions and communications