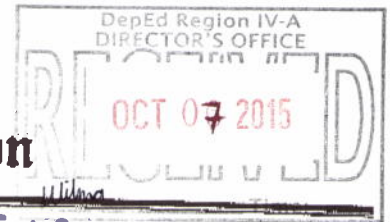




Republic of the Philippines
Department of Education




Tanggapan ng Kalihim
Office of the Secretary

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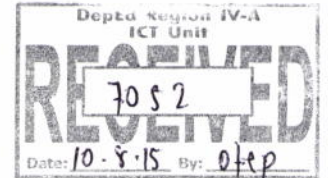
MEMORANDUM

TO : REGIONAL DIRECTORS and
SCHOOLS DIVISION SUPERINTENDENTS

FROM : 
REYNALDO D. LAGUDA
Assistant Secretary and Chief of Staff

SUBJECT : DESIGNATION OF INFORMATION TECHNOLOGY OFFICERS AS
DEPED EMAIL ADMINISTRATORS

DATE : 22 September 2015



- Pursuant to DepEd Memorandum No. 227 s. 2012 on the Guidelines on the Use of the DepEd Email Service, the Regional and Division Information Technology Officers (ITOs) are 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 their respective areas of responsibility, effective September 28, 2015.
- The scope of the DepEd email administration by the ITOs are as follows:
 - Regional ITOs - all permanent DepEd employees in the Regional Office
 - Division ITOs - all permanent DepEd employees in the Division Office and schools (teaching and non-teaching)
- Enclosed are the following documents for information and reference:
 - Enclosure 1: List of designated ITOs in the Regional and Division Offices (Kindly inform this office if there are changes in the authorized person assigned in your region or division)
 - Enclosure 2: Email Administration Procedure
- The ITOs must take note of the following deadlines in the deployment of DepEd email accounts in their respective regions and divisions:
 - Regional and Division Office Employees - October 23, 2015
 - Secondary School Heads and designated Information and Communications Technology Coordinators - November 20, 2015
 - Elementary School Heads and designated Information and Communications Technology Coordinators - December 18, 2015
 - All Teachers - February 26, 2016
- For more information and/or concerns, please contact the Information and Communications Technology Service (ICTS) through emailhelpdesk@deped.gov.ph or (02) 638-4878.

List of Designated Information Technology Officers

Region	Division	First Name	Last Name
Region III	Nueva Ecija	Joel	Cruz
Region III	Olongapo City	Arthur	Aquino
Region III	Pampanga	John Paul	Pallasigui
Region III	San Fernando City	Ma. Christina	De Guzman
Region III	San Jose City	Marvin	Villar
Region III	San Jose del Monte City	Arthur	Francisco
Region III	Tarlac	Richard	Sison
Region III	Tarlac City	Esmeraldo	Lingat
Region III	Zambales	Juvelyn	Bueno
Region IV-A	RO	No Submission	
Region IV-A	Antipolo City	Roy	Benson
Region IV-A	Bacoor City	Julie Boy	Valeroso
Region IV-A	Batangas	Rey Alexis	Malabanan
Region IV-A	Batangas City	Dandy	Ebora
Region IV-A	Binan City	Charles	Patio
Region IV-A	Calamba City	Joel	Libranda
Region IV-A	Cavite	Mignon Cecille	Mangoba
Region IV-A	Cavite City	Jayson	Antig
Region IV-A	Dasmarinas City	Carlou	Adao
Region IV-A	Imus City	Jane Bance	Adelan
Region IV-A	Laguna	Avelyn	Advento
Region IV-A	Lipa City	Jun Patrick	Baita
Region IV-A	Lucena City	Cristina	Rogelio
Region IV-A	Quezon	Wilbert	Porteza
Region IV-A	Rizal	John Raymond	Durusan
Region IV-A	San Pablo City	Felipe	Baldemoro
Region IV-A	Sta. Rosa City	Jason	Fabella
Region IV-A	Tanauan City	Ritchel	Lopez
Region IV-A	Tayabas City	Kendrick	Cabriga
Region IV-B	RO	Anthony	Taroy
Region IV-B	Calapan City	Francis	Macalinao
Region IV-B	Marinduque	Ma. Shiela	Saet
Region IV-B	Occidental Mindoro	Elizabeth	Delas Alas
Region IV-B	Oriental Mindoro	Elpedio	Mortella
Region IV-B	Palawan	Kevin	Marquez
Region IV-B	Puerto Princesa City	Richard Dee	Fondevilla
Region IV-B	Romblon	Nick Stanley	Mendoza
Region V	RO	Salvador	Deyto
Region V	Albay	Maryjane	Jaucian
Region V	Camarines Norte	Jay	Dela Torre
Region V	Camarines Sur	Felipe	Nebrea
Region V	Catanduanes	Jennifer	Metica
Region V	Iriga City	Marsha	Belen

Email Administration Procedure

1. Each Information Technology Officer shall be designated as the administrator of the Region or Division, tasked to verify and approve requests for new email accounts and password reset. Employees may request for new email accounts and password reset through <http://depvedverify.appspot.com>
2. Email administration will be done through <http://depvedverify.appspot.com/secured/admin>. The ITO shall receive his/her designated username and password from ICT Service through his/her official DepEd email
3. The ITO must obtain the updated list of permanent employees from the Human Resource Officer with the following details:
 - a. Full Name (First Name, Middle Name, Last Name, Extension Name)
 - b. Birthdate
 - c. Tax Identification Number (TIN)
4. The ITO must check the details submitted in the administration console against the masterlist of employees. If all the details in the online request match the details of an employee in the masterlist, he/she must approve the request. If any one of the details is inaccurate (e.g. spelling), he/she must disapprove the request.
5. The ITO must respond to requests within 14 calendar days. He/she may check the dashboard for the status or the weekly update email on the number of pending requests.
6. 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 their application, which will also be reflected in the email, to retrieve their username and password.
7. 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.
8. The ITO must advocate the application for and use of the DepEd email account in his/her respective region or division. The following deadlines in the deployment of DepEd email accounts are as follows:
 - a. Regional and Division Office Employees -- October 23, 2015
 - b. Secondary School Heads and designated Information and Communications Technology Coordinators -- November 20, 2015
 - c. Elementary School Heads and designated Information and Communications Technology Coordinators -- December 18, 2015
 - d. All Teachers -- February 26, 2016
9. Before the ITO resigns, retires or changes assignment, he/she must inform the ICT Service for his/her removal as administrator and transfer of administrator role to the new ITO.