



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



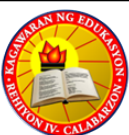
23 August 2021

Regional Memorandum

**SUBMISSION OF THE OFFICIAL EMAIL ADDRESS OF PRIVATE SCHOOLS IN DEPED
CALABARZON**

To **Schools Division Superintendents
In-charge of private schools
All private schools**

1. The Central Office is on the process of drafting the guidelines on the conduct of videoconferencing and the guidelines on e-filing. While such guidelines have not been enacted, the Legal Unit of the regional office has been adopting videoconferencing as an alternative mode to face-to-face investigation and conference and electronic service of orders and notices in addition to personal service.
2. To properly implement the guidelines on videoconferencing and electronic service, **all private schools are hereby ordered to submit their official email address to the In-charge of private schools in their respective schools division office.**
3. The official email address of the private school shall refer to the official email address used by the private schools in transacting with this Office as well as to their respective schools division office. The email address must be **active and regularly monitored by the private school.**
4. On the other hand, **In-charge of private schools in each schools division office must consolidate these email addresses.** The **consolidated email addresses must be submitted** to the Legal Unit of this Office, with indication as to the name of the person who consolidated and duly noted by the schools division superintendent within **15 days from notice of this memorandum.** Soft copy of the submission shall be sent to the legal.calabarzon@deped.gov.ph while the hard copy must be directly submitted to Legal Unit of this Office.
5. The submission of each private school shall be used for purposes of serving notices, orders and invitations for conference, investigation or inspection as the case may be. It will also be used to monitor appearances of the private schools during such activities.



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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Website: depedcalabarzon.ph

Document Inquiry : <https://r4a-teadoc.com/inquire>

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7. For clarifications on this matter, please contact the Legal Unit of this Office at this number 0917-888-5893 or email your queries to legal.calabarzon@deped.gov.ph
8. Strict compliance is hereby ordered.


FRANCIS CESAR B. BRINGAS
Regional Director 