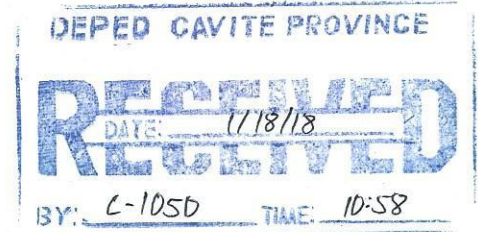




Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
Pasig City, Philippines

MEMORANDUM

FOR : **Regional Directors
Schools Division Superintendents
Information Technology Officers
Human Resource Personnel**



FROM : 
ABRAM Y. ABANIL
Director IV

SUBJECT : **Notice on the DepEd Approver site**

DATE : January 10, 2018

The use of the DepEd Approver Site is no longer available. As a workaround, IT Officers of the Regions and Divisions are encouraged to utilize the **Google Admin** accounts, which allows the management of email accounts in their respective areas. The email management includes the **creation, password reset, suspension** and **deletion** of accounts that should follow the guidelines included in this memorandum.

Issuance of the Google Admin account is upon compliance and submission of the form attached via email thru **icts.sdd@deped.gov.ph**.

GUIDELINES FOR EMAIL ACCOUNT MANAGEMENT

Only IT Officers of the Region/Division are allowed to have access to the Google Admin account for email management.

HR Personnel are requested to coordinate with the IT Officer in the issuance or deletion of personnel DepEd Email Account

Creation of DepEd Email account

1. Only Regular DepEd personnel, with the written approval of the Personnel Office of the Region/Division, are created email accounts thru the IT Officer.
2. In compliance with the DepEd Memo 227 s.2012, email accounts should follow the naming format: `firstname.lastname@deped.gov.ph`

Example:

Name: Maria Clara Dela Cruz

Assigned email: `maria.delacruz@deped.gov.ph`

3. Committees, TWGs, events and other non-personnel accounts **are not allowed to be issued** with DepEd email accounts.

Password Reset

1. A function is available for the ITOs in resetting passwords for employees who have forgotten their password.

Deletion of Account

1. The following are grounds for the deletion of email account of field personnel:
 - a. Resignation
 - b. Retirement
 - c. Deceased
 - d. Termination
 - e. Non-renewal of Contract
2. Any personnel with the grounds for account deletion on or before December 31, 2017 shall be deleted immediately.
3. Accounts that have been duplicated are also valid for deletion upon confirmation of the Personnel Office.
4. Inactive accounts or accounts that have "NEVER LOGGED IN" after a period of two (2) months are to be deleted.

For questions and clarification, please contact **Solutions Development Division** thru (02) 633-2092 or thru icts.sdd@deped.gov.ph