



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region I  
**SCHOOLS DIVISION OFFICE**  
 DAGUPAN CITY



**DIVISION MEMORANDUM**

No. 117, s. 2019

RELEASED  
 DATE: 3-18-19  
 BY: 938  
 TK 3080

To: **Asst. Schools Division Superintendent**  
**Chief Education Program Supervisors**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**All Public Elementary, Secondary & Senior High Schools**  
**SDO Personnel Teaching & Non-Teaching**

From: **Office of the Schools Division Superintendent**


Date: **March 18, 2019**

Subject: **UTILIZATION OF THE OFFICIAL DEPED EMAIL TO ALL APPROVED DATA COLLECTION SYSTEMS, ONLINE REGISTRATION AND EVALUATION FORMS IN THE SCHOOLS DIVISION OFFICE – DAGUPAN CITY**

1. In compliance to DepEd Order No. 85, s. 2012 – Policy on the Establishment of DepEd Email Service and DepEd Memorandum No. 227, s. 2012 – Guidelines on the Use of the DepEd Email Service this Office strongly urge all units, sections and employees to streamline the use of the Official DepEd Email.
2. Official DepEd Email accounts reflects @deped.gov.ph as its registered domain.
3. Approved systems which require official DepEd Email are:

Accounts Verifier (for Loans)	-	Admin & HRMO Unit
Ticket Support System	-	Records & ICT Unit
e-DTR with integrated HR System	-	Admin, HRMO & ICT Unit
Online Evaluation Forms	-	SGOD M&E Unit
Online Registration Forms	-	SGOD HRTD Unit
LRMDS	-	CID LR Unit
PMIS	-	Admin & Finance Unit
Facebook Workplace	-	All personnel
PTOAS	-	Admin, HRMO, ICT, Applicants

4. It is recommended that all units, sections and employees with unofficial email accounts to get/request/reset their official DepEd Email accounts in the ticket.depeddagupan.com or visit the ICT Unit for walk-in request.
5. Attached is Enclosure No. 2 to DepEd Memorandum No. 227, s. 2012

  
**DR. LORNA G. BUGAYONG, CESO VI**  
 Schools Division Superintendent

**Enclosure No. 2 to DepEd Memorandum No. 227, s. 2012**

**GUIDELINES ON THE ACCEPTABLE USE OF *deped.gov.ph* ACCOUNTS**

**1. Scope**

- a. These guidelines cover the use of a *deped.gov.ph* email account assigned to employees of DepEd.
- b. Where applicable, the substance of this policy shall also cover email communications by persons connected to the Department and acting on its behalf.

**2. Core Principles**

a. *Use*

Whenever an employee of DepEd is assigned a *deped.gov.ph* email account, the use of such account for all online official communications is highly encouraged.

b. *Professional Discretion*

- i. Considering that all communications through the *deped.gov.ph* email account are treated as official representations, exercise of utmost professional discretion is required specially when sending out to external parties.
- ii. The content of all such communications shall meet the appropriate standard in terms of form (e.g. language, spelling, grammar, punctuation, presentation), as well as substance.

c. *Protection Against Liability*

- i. Appropriate discretion shall be applied at all times in terms of representations, claims, and disclosures made through the *deped.gov.ph* email account.
- ii. In the spirit of email risk awareness and to mitigate possible liability, the inclusion of the following disclaimer in the signature line of all communications sent through the service is automatically included in every email:

*"This communication may contain confidential or privileged information, and is intended solely for the individual or entity to whom it is originally addressed. Any disclosure, copying, dissemination, or any action taken in reliance to it by others, other than the intended recipient, is strictly prohibited. The opinions, conclusions, and statements expressed in this message are those of the sender and may not necessarily reflect the views of the Department of Education."*

d. *Prohibited Use*

- i. The *deped.gov.ph* email account is a government email service obtained in the interest of public service. Transmission and storage of offensive, disruptive, discriminatory, pornographic, profane, abusive, libellous, derogatory, illegal, and otherwise similar material unbecoming of agents of the civil service are strictly prohibited.
- ii. The email account shall not be used in connection with any commercial, religious, social, political, and other similar interests.

- iii. Disclosing confidential and sensitive personal information is strictly prohibited, unless it is required by duty or assignment.
  - iv. Use of the account to access illegal content or to access content (e.g. copyrighted information) in a manner that violates the law is likewise stringently forbidden.
  - v. The introduction, intentional or otherwise, of any form of computer virus or malware, may it be from an email attachment or external link to a file, into the network is also strictly prohibited.
  - vi. Each individual is responsible for any information or statement sent out from his or her own account, making him/her liable for violations stated in this policy.
- e. *Acceptable Personal Use*
- i. Reasonable use of the *deped.gov.ph* service for personal electronic correspondence is acceptable. However, strict professional discretion is still expected to be employed at all times.
  - ii. It is recommended that personal emails are saved in a folder separate from work-related email messages.
- f. *Other Limitations*
- DepEd shall exercise dominion over the *deped.gov.ph* account and over all data, material, and information received, transmitted, stored, or otherwise processed through the service.

### **3. Monitoring**

- a. The privacy of every individual user shall be respected as a strict general policy. Supervision of accounts shall only be undertaken upon a finding of probable cause indicating a breach of the safe, proper, and reasonable use of the *deped.gov.ph* service or a violation of any law or other rules or regulations as possibly evidenced by contents processed through the *deped.gov.ph* service, as determined by the Executive Committee (ExeCom).
- b. The individual shall be informed that the account will be subjected for investigation and of the reason behind it.

### **4. Enforcement**

- a. In the event that the prohibited acts stated in Section 2.d of this Policy Guidelines are violated, formal complaints may be lodged with the ICT administrator. This shall be done in coordination with the appropriate Division, Regional, Central DepEd legal officer against individual users whether they are still connected with DepEd or not, and upon a determination by the three super administrators that there is a probable cause to rely on the validity and veracity of the allegations contained therein.
- b. Any user found to be guilty of violating, intentional or otherwise, the policies of the *deped.gov.ph* email account service shall be subject to disciplinary action, without prejudice to such other civil, administrative, and penal remedies as the gravity of the violation may merit.
- c. The specific disciplinary action to be meted out shall be determined by the ExeCom member assigned as the ICT Chairperson, in consultation with the unit head of the person at fault.