



# DepEd Email Service

Data Management and Information Technology Meeting

# DepEd Email Service

*Enhance Media of Communication.* The service enhances the existing communication channels in DepEd by making communication timely, reliable and accessible;

*Promote a Sense of Identity.* The service provides DepEd's personnel a sense of distinct online identity and affiliation to the Department that is dedicated to the public service of providing quality education to the Filipino people; and

*Facilitate a Culture of Collaboration.* This service allows for teamwork among DepEd employees in the planning, performance, and evaluation of tasks.

# Points for Discussion

1. Office Email Addresses
  1. Guidelines
  2. Status of Submissions
2. Password Reset
3. Issuance of New Email Addresses
4. Single Sign On

# Office Email Addresses Guidelines

1. An office email authorization form must be submitted by the Regional Director or Schools Division Superintendent.
2. Any changes to the authorized personnel must be reported to the Central Office with a revised office email authorization form.
3. The office email may be used only in official communication.
4. It is not meant to be the official email of any one official or office in the division or region. Everyone is still enjoined to use their individual email.
5. Official communication and announcements from the Central Office will be sent through the office email.

# Status of Submission

<b>Region VI - Western Visayas Submitted</b>	
Aklan	
Antique	Submitted
Bacolod City	Submitted
Bago City	
Cadiz City	
Capiz	Submitted
Escalante City	
Guimaras	Submitted
Iloilo	
Iloilo City	Submitted
Kabankalan City	Submitted
La Carlota City	
Negros Occidental	Submitted
Passi City	Submitted
Roxas City	
Sagay City	
San Carlos City	Submitted
SSilay City	Submitted

<b>Region VII - Central Visayas Submitted</b>	
Bais City	
Bayawan City	
Bogo City	
Bohol	
Carcar City	
Cebu	
Cebu City	
City of Naga, Cebu	
Danao City	
Dumaguete City	
Guihulngan City	
Lapu-Lapu City	
Mandaue City	
Negros Oriental	Submitted
Siquijor	
Tagbilaran City	
Talisay City	
Tanjay City	
Toledo City	Submitted

# Status of Submission

<b>Region VIII - Eastern Visayas</b>	<b>Submitted</b>
Baybay City	
Biliran	
Borongan City	Submitted
Calbayog City	Submitted
Catbalogan City	Submitted
Eastern Samar	
Leyte	
Maasin City	Submitted
Northern Samar	
Ormoc City	
Samar (Western Samar)	
Southern Leyte	
Tacloban City	

# Password Reset

For all who need their passwords to be reset, they must fill up the form at

<http://tinyurl.com/DepEdpasswordreset>

Passwords will be reset within 7 calendar days.

# Issuance of New Email Addresses

For all new employees, employees who have never accessed their email before and those who remain to be for verification, please fill up the form:

<http://tinyurl.com/DepEdnewemail>

The ICT coordinator will receive the response within 14 calendar days from their request of email issuance.



# Bringing down email administration

- Direction: Single Sign On
- Access to all DepEd systems using your DepEd email address
- Role of Electronic Personal Data Sheet / Human Resource Information System (HRIS)