



DepEd Email Service

Data Management and Information Technology Meeting

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

Region IV-A - CALABARZON

Antipolo City	
Bacoor City	Submitted
Batangas	
Batangas City	
Calamba City	
Cavite	
Cavite City	
Dasmaringas City	
Imus City	
Laguna	
Lipa City	
Lucena City	
Quezon	
Rizal	
San Pablo City	
Sta. Rosa City	
Tanauan City	
Tayabas City	

Region IV-B - MIMAROPA

Submitted	
Calapan City	Submitted
Marinduque	Submitted
Occidental Mindoro	
Oriental Mindoro	
Palawan	
Puerto Princesa City	
Romblon	

Status of Submission

Region V - Bicol Region	Submitted
Albay	Submitted
Camarines Norte	
Camarines Sur	Submitted
Catanduanes	Submitted
Iriga City	Submitted
Legaspi City	
Ligao City	
Masbate	
Masbate City	Submitted
Naga City	Submitted
Sorsogon	Submitted
Sorsogon City	Submitted
Tabaco City	
Valenzuela City	

NCR - National Capital Region	
Caloocan City	
City of San Juan	
Las Piñas City	
Makati City	
Malabon City	
Mandaluyong City	
Manila	
Marikina City	
Muntinlupa City	
Navotas	
Paranaque City	
Pasay City	
Pasig City	
Quezon City	
Taguig	

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)