



March 4, 2020

DATE: 3-4-2020 1:27 PM

DIVISION MEMORANDUM
No. 75, s. 2020

**PROCESS FLOW IN THE CREATION OR REQUEST FOR
PASSWORD RESET OF DEPED EMAIL**

To: All Teaching and Non-Teaching Personnel
This Division

1. To institute proper process in the creation or request for reset of password for our DepED Email, this Office informs the field on the procedure in the DepED Email Requests.
2. The following are the two modes for requesting:
 - a. DepED Email Request Form from the Receiving Personnel for walk-ins
 - b. Online through this link: <http://bit.ly/depedemailtangub> or to our division website <http://www.depedtangub.net> under Resources Menu
3. Requesting personnel are requested to fill-out the necessary information provided in the form.
4. Further, online requests shall be processed every 4:00 PM of the same day.
5. Enclosed are the following:
 - a. DepED Email Request Form
 - b. Flowchart the process
6. Immediate and wide dissemination of this Memorandum is desired.

for: *Amasar*
AGUSTINES E. CEPE, CESO V
Schools Division Superintendent *[Signature]*

To be indicated in the Perpetual Index
under the following subjects:

DEPED EMAIL

AEC/ama/03042020





Enclosure No. 1

REQUEST FOR DEPED EMAIL CREATION OR PASSWORD RESET	
DETAILS OF APPLICATION	
Date of Request:	
Request Type:	<input type="checkbox"/> New Account <input type="checkbox"/> Password Reset
First Name:	
Middle Name:	
Last Name:	
Name of School:	
Personal Active Email:	
Contact Number:	
_____ Signature of Applicant Over Printed Name	
ACTION TAKEN ON THE REQUEST	
Recommendation:	Manner of Response:
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Email <input type="checkbox"/> SMS
<u>ALDEN M. ANTONIO</u> Information Technology Officer I	
Date of Processing: _____	





Enclosure No. 2

