ZZ AND NG CONTRACTOR	REPUBLIC OF THE PHILIPPINES Department of Education Region X - Northern Mindanao DIVISION OF TANGUE CITY SITY
	March 4, 2020
DIVISION MEMORANDUM No. $\underline{75}$, s. 2020	DATE: 3-4-2020 1:27 PM

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: <u>http://bit.ly/depedemailtangub</u> or to our division website <u>http://www.depedtangub.net</u> 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.

MARLAI AGUSTINES E. CEPE, CESO V Schools Division Superintendent

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

DEPED EMAIL

AEC/ama/03042020

Anecito St., Mantic, Tangub City
 Website: www.depedtangub.net
 Telephone: (088) 545 - 0304
 Telefax: (088) 395 - 3372





Enclosure No. 1

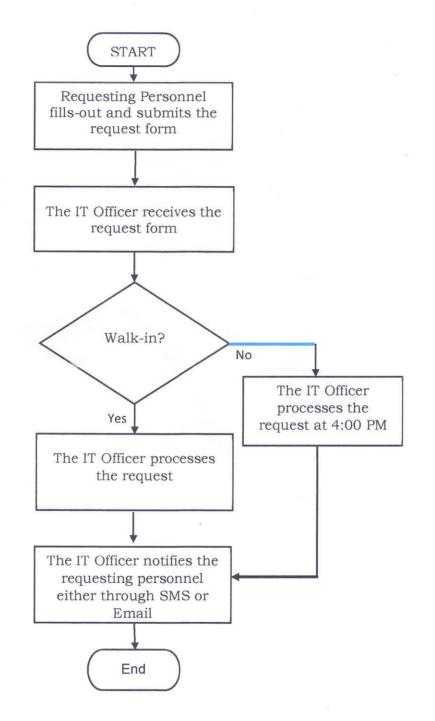
REQUEST FOR DEPED EMAIL CREATION OR PASSWORD RESET DETAILS OF APPLICATION		
Request Type:	1	
	New Account	
	Password Reset	
First Name:		
Middle Name:		
Last Name:		
Name of School:		
Personal Active Email:		
Contact Number:		
Signature of Applicant Over Printed Name		
ACTION TAKEN ON THE REQUEST		
Recommendation:		Manner of Response:
Approved		Email
Disapproved		
× *		
ALDEN M. ANTONIO		
Information Technology Officer I		
Date of Processing:		

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Enclosure No. 2



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