



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas

**SCHOOLS DIVISION OF NEGROS ORIENTAL**

www.depednegor.net

October 29, 2019

Division Memorandum  
No. 724, s. 2019

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 0573, S. 2019  
ENTITLED "SHARING OF DEPED EMAIL AND PASSWORD"**

TO : Asst. Schools Division Superintendents  
Chiefs, CID & SGOD  
Division Education Program Supervisors/Education Program Specialist  
Public Schools District Supervisors/District in-Charge  
Public Elementary and Secondary School Heads  
Teaching/ Non-Teaching Personnel  
All Others Concerned

1. This Schools Division Office disseminates Regional Memorandum no. 0573, s. 2019 dated October 29, 2019 for information and guidance of all concerned.
2. Attached is a copy of the said Regional Memorandum for your reference.
3. Immediate and wide dissemination of this Memorandum is desired.

For the Schools Division Superintendent:

  
**NILITA L. BAGAY, Ed. D.**

DIC-Office of the Asst. Schools Division Superintendent  
Office In-Charge

10/29/19

30 OCT 2019

Tel. Nos: (035)225-2838 / 225-0887/422-7644 (Division Sup'ts Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section);  
(035)225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6967 (Record's Section);  
(035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections);  
(035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)



Republic of the Philippines  
**Department of Education**  
CENTRAL VISAYAS REGION

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Office of the Regional Director

OCT 25 2019

**REGIONAL MEMORANDUM**

No. **0573**, s. 2019

**SHARING OF DEPED EMAIL AND PASSWORD**

TO : **ALL SCHOOLS DIVISION SUPERINTENDENTS**

1. This is to disseminate the **OUA Memo 01-1019-0386** from the Office of the Undersecretary for Administration (OUA) reiterating that DepEd Emails are properties of the government and therefore must be kept confidential and must not be shared especially to groups and agencies that are not under the Department of Education.
2. For strict compliance.
3. Immediate dissemination of this Memorandum is desired.

**SYLVIO H. SABINO**  
Chief Administrative Officer

**SALUSTIAND T. JIMENEZ, Ed. D., JD, CESO V**  
Director III  
OIC-Regional Director

STI/ICTU/JP



RECEIVED  
23523  
Date: 10/10/2019

Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO** 01-1019-0326  
**MEMORANDUM**  
09 October 2019

**For:** Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public and Private Elementary and Secondary Schools  
All Others Concerned

**Subject: SHARING OF DEPED EMAIL AND PASSWORD**

We have received several reports that DepEd Emails and passwords are in possession of private lending institutions. We have encountered several instances where staff of such companies have posted in the DepEd Workplace about their agencies' loan services and other marketing ads.

In accordance with the DepEd Order No. 85, s. 2012 - **"Policy on the Establishment of DepEd Email Service"**, the Department of Education (DepEd) established the DepEd Email Service as one of the official means of communication; for use by its permanent employees and authorized consultants, personnel, and staff, as such it is hereby reiterated that **DepEd Emails are properties of the government. DepEd Emails and passwords must be kept confidential and must not be shared especially to groups and agencies that are not under the Department of Education.**

For strict compliance.

**ALAIN DEL B. PAS**  
Undersecretary



**Office of the Undersecretary for Administration (OUA)**  
*(Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRM), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO))*  
Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: +6326337203, +6326376207  
Email: [usec.admin@deped.gov.ph](mailto:usec.admin@deped.gov.ph); Facebook/Twitter: [@depedtayo](#)

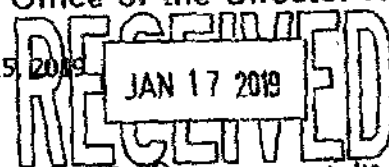


Republic of the Philippines  
**Department of Education**

Office of the Undersecretary for Finance  
Disbursements and Accounting

ICT SERVICE  
Office of the Director IV

January 15, 2019



**ADVISORY**

By: Jeff Time: 4:40 PM

**To All Private Entities Accredited Under the Department's  
Automatic Payroll Deduction System (APDS) Program**

Reports have reached this Department that there are APDS accredited private entities allegedly requiring their DepEd borrowers/members to submit the latter's **Automated Teller Machine (ATM) card** and **DepEd e-mail passwords** in order to apply for the former's businesses, loans or otherwise, under the Department's APDS Program.

Such practices, if proven to have been performed by an accredited entity after due process, are considered violations of the Terms and Conditions of the APDS Accreditation (TCAA, for brevity), which all currently accredited entities have executed.

Particular attention is invited to Simple Grounds (Item t) and Serious Grounds (Item o) of Annex "G" (Grounds for Suspension or Revocation of Accreditation for Lending, Insurance Premium, or Membership Dues/Contributions, As Applicable) of your respective TCAAs, as follows:

**Simple Grounds**

- t. Accepting Automated Teller Machine (ATM) card as collateral from DepEd employees for their loans under APDS.

**Serious Grounds**

- o. Other acts or omissions constituting fraud, bad faith, or willful misrepresentation intended to obtain undue financial gain at the expense of a DepEd employee who is a borrower, policy holder or member of accredited entities, or to undermine the effectiveness of the APDS.

This Department is therefore reminding all APDS accredited entities to refrain from enforcing the said requirements in undertaking their businesses to DepEd personnel under the APDS Program, whether for loans, insurance and/or association memberships, and strictly adhere to all the provisions stipulated in the TCAA.

Please be guided accordingly.

  
**VICTORIA L. MEDRANA CATIBOG**  
Undersecretary

**Copy Furnished:**

ALL REGIONAL DIRECTORS  
DepEd Regions I to XIII, CAR, and NCR

- ✓ **DIR. ABRAM Y.C. ABANIL**  
Director IV, Information and Communications Technology Service, this Department

ICTS