



DEPARTMENT OF EDUCATION  
DIVISION OF ZAMBO DEL NORTE  
DIPOLONG CITY 7100

**RELEASED**

Republic of the Philippines  
**Department of Education**

Region IX, Zamboanga Peninsula


**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
7100, Dipolog City

DATE: 10/12/15

DIVISION MEMORANDUM

NO. 294 s. 2015

TO : **Division Office Employees**  
**Public Elementary and Secondary School Heads**  
**School ICT Coordinators**  
**All Public School Teachers**  
This Division

FROM :  **NATIVIDAD P. BAYUBAY, CESO VI**  
OIC, Schools Division Superintendent

SUBJECT : **USE OF THE DEPED EMAIL ACCOUNTS**

DATE : October 12, 2015

1. Pursuant to unnumbered DepEd Memorandum dated September 22, 2015 on the Designation of Information Technology Officers (ITOs) as DepEd Email Administrators, you are hereby encouraged to request for your DepEd Email account (@depd.gov.ph) by registering through <https://depdverify.appspot.com>.
2. The Following are the deadlines in the registration of DepEd Email accounts:
  - a. Division Office Employees – October 22, 2015
  - b. Secondary School Heads and designated ICT Coordinators – November 13, 2015
  - c. Elementary School Heads and designated ICT Coordinators – December 11, 2015
  - d. All Teachers – February 19, 2016
3. For more information and/or concerns, please contact the Information Technology Officer through [julius.belagantol@depd.gov.ph](mailto:julius.belagantol@depd.gov.ph) or 0917-822-7646.
4. For immediate dissemination and compliance.