

Republic of the Philippines
DEPARTMENT OF EDUCATION
 Regional Office No. 02
 (Cagayan Valley)



Regional Government Center, Carig Sur, Tuguegarao City
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MEMORANDUM

To: **Schools Division Superintendents**
Attention: ICT Head/Coordinator

From: *Hortencia P. Calvin*
HORTENCIA P. CALVAN
 Chief Education Program Supervisor, FTAD
Officer-In-Charge
Office of the Regional Director

Date: February 3, 2015

Subject: **UPDATES ON THE USE OF deped.gov.ph EMAIL ACCOUNT**

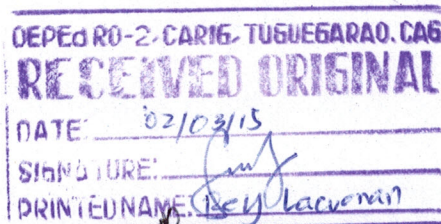
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In compliance to DepEd Memorandum No. 227, s. 2012 entitled *Guidelines on the Use of Email Service* that operationalizes the use DepEd Email Service, you are hereby directed to submit updates on the use of **deped.gov.ph** email account of all employees(*permanent, casual, contract of service*) in your division using the attached format *Attention: Romel B. Costales, OIC-ICTU* and email the soft copy (***excel format***) of the said report to icturo2@gmail.com on or before February 12, 2015.

For dissemination, guidance and compliance.

Encl: As stated

memo/email address div/ictu



EMAIL ADDRESS OF EMPLOYEES

Division: _____

SDO Proper

No.	Name of Employee (First Name, MI, Family Name)	Email Address (deped.gov.ph account)	Status A - Active; IA - Inactive; PR - Pending Registration; UR - Unregistered;

School Districts

Name of District: _____

No.	Name of Employee (First Name, MI, Family Name)	School	Email Address (deped.gov.ph account)	Status A - Active; IA - Inactive; PR - Pending Registration; UR - Unregistered;

Prepared by:

Ict Head/Coordinator

Certified Correct:

Schools Division Superintendent