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Republic of the Philippines  
**Department of Education**  
Region II – Cagayan Valley

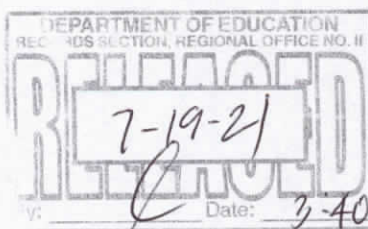
**Advisory No. 82, s. 20**  
July 19, 2021

In compliance with DepEd Order No. 8, s. 2013  
this advisory is issued not for endorsement per DO 28, s. 2001, but only for the  
information of Schools Division Offices of Region 2  
(Visit [region2.deped.gov.ph](http://region2.deped.gov.ph))

**Clarification on the Use of Official DepED Email for Learners in the conduct of  
Online Co-curricular Activities and Distance Learning Modalities**

This Office informs the public of the official format of the DepED email  
account of public school learners and private school learners in their participation  
in online co-curricular activities and distance learning modalities to wit.

1. OUA Memorandum No.008-0820-0130 provides opportunities for learners to maximize the G Suite and Microsoft 365.
2. The standard naming conventions for public school learner accounts shall be <Learner Reference Number>@regional tenant>.deped.gov.ph  
Example [900000000000@r2.gov.ph](mailto:900000000000@r2.gov.ph)
3. For the purpose of the online co-curricular activities, focal persons shall request the creation of the email account to schools division ICT for the official format.
4. Learners with difficulty in accessing the created account shall use their personal gmail account in the following official format:  
<Learner Reference Number> sdo tenant>@gmail.com  
Example: [900000000000.cagayan@gmail.com](mailto:900000000000.cagayan@gmail.com)
5. Private school learners joining the co-curricular activities shall likewise use their personal/school gmail account with the following format:  
<Learner Reference Number> sdo tenant>@gmail.com  
Example: [900000000000.cagayan@gmail.com](mailto:900000000000.cagayan@gmail.com)
6. The use for the accounts shall be for educational purposes only. Other provisions in the use of the email account are enclosed in OUA Memorandum No. 008-0820-0130 for reference.



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Doc Code:	<b>FM-ORD-006</b>	Rev:	<b>01</b>
As of:	<b>Jan 25, 2021</b>	Page:	<b>1</b>