



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

17 June 2021

DIVISION MEMORANDUM
No. 232, s. 2021

**GUIDELINES ON THE USE OF THE SCHOOL DEPED EMAIL ADDRESS AND
GUIDELINES ON THE ACCEPTABLE USE OF .deped.gov.ph ACCOUNTS**

To: **Public Elementary School Heads**
Public Secondary School Heads
All Teaching Personnel
All Non-Teaching Personnel
This Division

1. Each school has been given a school email address for the purpose of account management for systems hosted by Central Office, Regional Office and Division Office and for communication purposes that will be addressed to the school. Also, this is for the convenience of having a common repository of communication via email so that even if there are movements of School Heads, the copy of the communication will remain accessible by the school.
2. It is emphasized that the school email address will only be accessible by the School Head and the School ICT Coordinator.
3. If by chance, many personnel know the password of the School DepEd Email, please request the Division ITO officer to reset your DepEd Email. Follow the steps below in requesting for technical assistance.
 - a. Go to depedelsalvadorcity.net
 - b. Click the Online Request tab
 - c. Click the ICT UNIT – Technical Assistance Request Form button.
 - d. Fill out the form then click the Submit button.
4. All communications received through the school email address shall only be acted by the School Head. The ICT Coordinator shall seek approval from the School Head for any actions required by the communications received via Email.



Address: Zone 3, Poblacion, El Salvador City | Website: www.depedelsalvadorcity.net
Tel. No. (088) 855-0113 | Email: elsalvador.city@deped.gov.ph



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5. Any information received through the School Email Address that is deemed confidential should remain confidential and should only be disclosed to appropriate personnel or authority.
6. The use of DepEd Email address shall follow the Core Principles as stated in DepEd Memorandum No. 227, s.2012.
- a. *Use*
Whenever an employee of DepEd is assigned a deped.gov.ph email account, the use of such account for all online official communications is highly encouraged. For the school email address, you may use this for communications that represents the school.
- b. *Professional Discretion*
- i. Considering that all communications through the deped.gov.ph email account are treated as official representations, exercise of utmost professional discretion is required specially when sending out to external parties.
 - ii. The content of all such communications shall meet the appropriate standard in terms of form (e.g. language, spelling, grammar, punctuation, presentation), as well as substance.
- c. *Protection Against Liability*
- i. Appropriate discretion shall be applied at all times in terms of representations, claims, and disclosures made through the deped.gov.ph email account.
 - ii. In the spirit of email risk awareness and to mitigate possible liability, the inclusion of the following disclaimer in the signature line of all communications sent through the service is automatically included in every email:

"This communication may contain confidential or privileged information, and is intended solely for the individual or entity to whom it is originally addressed. Any disclosure, copying, dissemination, or any action taken in reliance to it by others, other than the intended recipient, is strictly prohibited. The opinions, conclusions, and statements expressed in this message are those the





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sender and may not necessarily reflect the views of the Department of Education."

d. Prohibited Use

- i. The deped.gov.ph email account is government email service obtained in the interest of public service. Transmission and storage of offensive, disruptive, discriminatory, pornographic, profane, abusive, libelous, derogatory, illegal, and otherwise similar material unbecoming of agents of the civil service are strictly prohibited.
- ii. The email account shall not be used in connection with any commercial, religious, social, political, and other similar interests.
- iii. Disclosing confidential and sensitive personal information is strictly prohibited, unless it is required by duty or assignment.
- iv. Use of the account to access illegal content or to access content (e.g. copyrighted information) in a manner that violates the law is likewise stringently forbidden.
- v. The introduction, intentional or otherwise, or any form of computer virus or malware, ma it be from an email attachment or external link to a file, into the network is also strictly prohibited.
- vi. Each individual is responsible for any information or statement sent out from his or her own account, making him/her liable for violations stated in this policy.

e. Acceptable Personal Use

- i. Reasonable use of the deped.gov.ph service for personal electronic correspondence is acceptable. However, strict professional discretion is still expected to be employed at all times.
- ii. It is recommended that personal emails are saved in a folder separate from work-related email messages.

f. Other Limitations

DepEd shall exercise dominion over the deped.gov.ph account and over all data, material, and information received, transmitted, stored, or otherwise processed through the service.

7. In the case of monitoring the use of the DepEd Email Address, it will adhere to the Monitoring Policy as indicated in DepEd Memorandum No. 227, s.2012.



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- a. The privacy of every individual user shall be respected as a strict general policy. Supervision of accounts shall only be undertaken upon a finding of probable cause indicating a breach of the safe, proper, and reasonable use of the deped.gov.ph service or a violation of any law or other rules or regulations as possibly evidenced by contents processed through the deped.gov.ph service, as determined by the Executive Committee (ExeCom).
 - b. The individual shall be informed that the account will be subjected for investigation and of the reason behind it.
8. For more details, please refer to DepEd Memorandum No. 227, s.2012.
 9. For further inquiries, you may contact Sherrie R. Dungog, the Division IT Officer at 0917 715 4632.
 10. This memorandum shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
 11. Immediate and wide dissemination of this memorandum is desired.

OLGA C. ALONSABE, PhD, CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

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

ICT

OSDS/SRD

