

Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division Office
Rizal Ave. Pob. South, Lagawe, Ifugao

Office Memorandum
No. 3, s. 2016

To: All SDO Employees

From:  GERALDINE B. GAWI, Ed.D.
OIC-Assistant Schools Division Superintendent

Subject: **Submission of DepEd Email Address, RPSU-Issue Employee Number, and Leave Balance to the ICT Unit for Consolidation**

Date: July 7, 2016

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1. A memorandum from the Central Office, see attachment, is requiring all Schools Division Office employees to submit individual DepEd Email Address and individual RPSU-issue employee number.
 2. Refer to the Personnel Unit for clarifications on RPSU-issue employee number. Visit ICT Unit on application for a DepEd email address or type the following at the URL: <http://www.depedcarifugao.com/apply-for-deped-email>
 3. Personnel in charge of leave credits must accomplish the required template (see second page of attachment) then submit to the ICT Unit for consolidation.
 4. **Deadline of submission to the ICT Unit of all required data is July 25.**
 5. Dissemination and strict compliance of this memorandum are desired.

