

Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
DIVISION OF IFUGAO  
Lagawe

DIVISION MEMORANDUM  
NO. 165, s. 2015

To: Public Schools District Supervisor, Elementary and Secondary School Heads

From:  SALLY B. ULLALIM, CESO V  
Schools Division Superintendent

Date: December 11, 2015

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**Subject: COMPLIANCE FOR THE DEPED OFFICIAL EMAIL ACCOUNT**

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1. Please submit the following data PER SCHOOL:

a. For permanent employees who have DepEd official email account already

Name	Position	School Deployment	DepEd Official Email Address (e.g. first.surname@deped.gov.ph)	CP Number

b. For permanent employees who have NO DepEd official email account yet

TIN	First Name	Middle Name	Last Name	Suffix (e.g. Jr., Sr.)	Birth date	Personal Email (where further verification will be sent)	School Deployment	CP Number	Signature

Our signatures at the last column certify that we hereby authorize the division Information Tech Officer to create our DepEd official email account.

2. Deadline of submission to the ICT Unit: **December 29, 2015.**

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