



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

Office of the Schools Division Superintendent

April 30, 2020

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

In the pursuit of the “New Normal in Education” and in preparation for the shifting of educational modalities towards flexible learning, SDO Bulacan will be launching a series of webinars and conferences to capacitate the teaching and non-teaching personnel. To ensure participation, all SDO personnel must have an active and accessible **DepEd Gmail Account, Microsoft O365 Account and Workplace Account**, which are vital as most of the transactions are done virtually. These accounts will be provided through the Office of the ICTS Unit.

A template for the request on the creation and resetting of account is attached as Annex A, and the list of teaching and non-teaching personnel as Annex B, to be accomplished by the School Head and forwarded to ictsbulacan@deped.gov.ph on or before May 6, 2020.

The implementation of DepEd Gmail is governed by DM No. 227, s. 2012 and The Philippines' Data Privacy Act of 2012 (Republic Act 10173).

100% compliance is desired.

GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

DIVISION LETTER
NO. 68, s. 2020





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ANNEX A: REQUEST LETTER

Date:

GERMELINA H. PASCUAL, CESO V

Schools Division Superintendent
DepEd Division of Bulacan
City of Malolos, Bulacan

Madam:

The Department of Education, in pursuit of the “New Normal in Education”, is gearing up in capacitating its teaching force with the different modalities in teaching and learning. Moreover, it aims to ensure that all information is secured and confidential as provided for in the Data Privacy Act of 2012 (Republic Act 10173) . The DepEd Portal, which can only be accessed using Active DepEd Gmail Account, is very much suitable for teachers who require reliable and secured information.

With this, I have the honor to request the creation and/or retrieval of the DepEd Gmail, Microsoft O365 and Workplace accounts of the faculty and staff of _____ (School Name) _____.

Please refer to the attached list of teaching and non-teaching personnel.

Thank you so much and more power.

Very truly yours,

Printed Name and Signature of the School Head
Position/Designation





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ANNEX B: List of Teaching and Non-Teaching Personnel

First Name	Middle Name	Last Name	Position	Employee Number (if no EN yet, Item Number)	DepEd Gmail (Creation/Reset)	Microsoft O365 (Creation/Reset)	Contact Number





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