



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
IPHO Building, Sudlon, Lahug, Cebu City



July 18, 2014

Division Memorandum  
No. 339, s. 2014

**REITERATING THE USE OF OFFICIAL E-MAIL ADDRESS  
FOR REGIONAL AND DIVISION OFFICES AND  
ALL DEPED EMPLOYEES**

To: Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads

1. Attached herewith is Regional Memorandum No. 365, dated June 24, 2014, entitled, **“Reiterating the Use of Official E-mail Address for Regional and Division Offices and all DepEd Employees.”**
2. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
**ARDEN D. MONISIT, Ed. D.**  
Schools Division Superintendent

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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City




JUN 24 2014

REGIONAL MEMORANDUM  
No. **365**, s. 2014

**REITERATING THE USE OF OFFICIAL E-MAIL ADDRESS FOR REGIONAL AND  
DIVISION OFFICES AND ALL DEPED EMPLOYEES**

**To: Schools Division/ City Superintendents  
Officers-in-Charge of Schools/City Divisions**

1. This Office reiterates the contents of Regional Memorandum No. 563, s. 2013, directing all employees of the Department of Education to use their official e-mail address for all official transactions. Schools Divisions that have not submitted yet their E-mail Authorization are advised to do so, the soonest possible time.
2. DepEd Central Office has called our attention because based on generated data, only two percent (2%) of DepEd Region 7 employees are using their official DepEd e-mail accounts. Schools Division Superintendents are enjoined to advise all DepEd employees in their respective Divisions to obtain their official DepEd e-mail accounts at <http://depedverify.appspot.com> or through their ICT Coordinators and submit a report of registered employees with their official e-mail addresses to the Regional Office for consolidation (Attention: Ms. Maurita F. Ponce).
3. This Office also announces its new official e-mail address, which is [region7@deped.gov.ph](mailto:region7@deped.gov.ph). All concerned are directed to send their official transactions through this address.
4. Immediate dissemination of and compliance with this Memorandum is directed.

  
CARMELITA T. DULANGON  
Director III  
Officer-in-Charge

CTD/mfp  
Official e-mail RO

