



Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON

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OFFICE OF THE REGIONAL DIRECTOR  
OCT 29 2019

October 18, 2019

**REGIONAL MEMORANDUM No. 223, s. 2019**

**SHARING OF DEPED EMAIL AND PASSWORD**

**To: Schools Division Superintendents**

1. Per attached OUA MEMO 01-1019-0386 dated October 9, 2019, this Office is instructing all DepED regular employees of this Region to refrain from sharing their DepEd email passwords.
2. Aside from the account stipulated in the attached memo, the Government has also enacted the Republic Act 10173 otherwise known as Data Privacy Act of 2012.
3. It is also reminded that the DepEd email 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.
4. For proper guidance and strict compliance.

**NICOLAS T. CAPULONG, Ph.D., CESO V**  
Director III  
Officer - In - Charge  
Office of the Regional Director

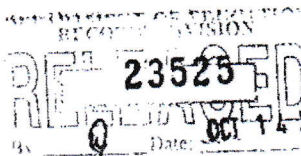
Incls: as stated.

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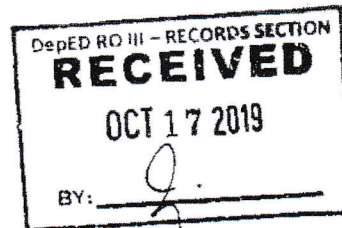


Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO** 01-1019 - 0386

**MEMORANDUM**

09 October 2019



For: **Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public and Private Elementary and Secondary  
Schools  
All Others Concerned**

Subject: **SHARING OF DEPED EMAIL AND PASSWORD**

We have received several reports that DepEd Emails and passwords are in possession of private lending institutions. We have encountered several instances where staff of such companies have posted in the DepEd Workplace about their agencies' loan services and other marketing ads.

In accordance with the DepEd Order No. 85, s. 2012 – **"Policy on the Establishment of DepEd Email Service"**, the Department of Education (DepEd) established the DepEd Email Service as one of the official means of communication; for use by its permanent employees and authorized consultants, personnel, and staff, as such **it is hereby reiterated that DepEd Emails are properties of the government. DepEd Emails and passwords must be kept confidential and must not be shared especially to groups and agencies that are not under the Department of Education.**

For strict compliance.

**ALAIN DEL B. PASA**  
Undersecretary



**Office of the Undersecretary for Administration (OUA)**

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (BLSS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]

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