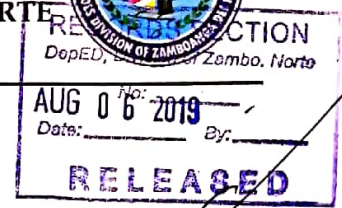




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100



DIVISION MEMORANDUM No. 018, s. 2019

To : Public Schools District Supervisors
School Heads
Teaching and Non-Teaching Personnel

From : The Office of the Schools Division Superintendent

Subject : Division Policy on DepEd Email Account Creation and Password Reset

Date : August 5, 2019

Since the depedverify.appspot.com site will no longer be available and in response to frequent requests made by the personnel for creation and password reset in the division office, the following procedures are hereby laid down for the guidance of all concerned:

1. All request DepEd Email creation and password reset shall be done online through <http://depedzn.net/emailrequest> which serves as our official DepEd Email Request portal.
2. Updating of Personnel Tracking System (PTS) data is mandatory to gain access to the portal.
3. Only regular DepEd Personnel are entitled to have DepEd email account.
4. Sharing and unauthorized use of this account is prohibited and punishable by law under Data Privacy Act of 2012.
5. For this purpose, personnel are no longer be entertained in the division office to strengthen the implementation of No Disruption of Classes Policy.

For information and immediate dissemination.


PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent

References:

Republic Act 10173 – Data Privacy Act of 2012

DepEd Memorandum No. 227, s. 2012 - Guidelines on the Use of the DepEd Email Service

DepEd Order No. 9, s. 2015 - Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith