



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



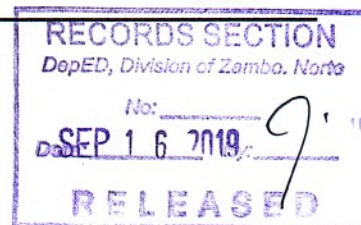
Division Memorandum

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


From : The Office of the Schools Division Superintendent

Subject : DepEd Email Validation for Microsoft Office 365 Account

Date : September 16, 2019



1. The Department of Education through the ICTS-USD will be providing free Microsoft Office 365 account to all teaching and non-teaching personnel of this department and a valid DepEd email address is required for account activation.
2. With this, all schools are directed to update their personnel's DepEd email address in the Personnel Tracking System (<https://depedzn.net/pts>).
3. Request for DepEd email creation and password reset can be done through our Email Request Portal (<https://depedzn.net/emailrequest>) or you can request directly to your designated District ICT Coordinators.
4. Last day of email validation will be on September 30, 2019. No valid DepEd email address will not be given free Microsoft Office 365 account.
5. Immediate dissemination of this memorandum is desired.


PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent

References:

DM No. 018 s. 2019 - Division Policy on DepEd Email Account Creation and Password Reset
DO 85, s. 2012 - Policy on the Establishment Of DepEd Email