



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City

DEPED- TABUK CITY



RECORDS UNIT

Office of the Schools Division Superintendent

Division Memorandum

No. 108, s. 2021

TO : All Teaching and Non-Teaching Personnel

DATE : April 15, 2021

SUBJECT : **Information on DepEd email and Microsoft Accounts**

1. With the recent surge of national, regional, and division webinars or activities conducted through online platforms, it was observed that many employees still cannot determine which account to use; forgot their password; and do not know their accounts.
2. With the above-mentioned situations, attached herewith (Annex A) is a guide and answers to Frequently Asked Questions (FAQs). Schools are also advised to post the attached document on their bulletin or information board and provide copies to all personnel.
3. For any inquiries, please contact Mr. Allan S. Dumalsin.
4. For information and compliance


IRENE S. ANGWAY, PhD, CESO VI

Assistant Schools Division Superintendent
Officer-in-Charge, Office of the Schools Division Superintendent



Address: Bulanao Norte., Bulanao, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>

	DepEd email	Microsoft (MS) Account
FORMAT	<p>firstname.lastname@deped.gov.ph</p> <ul style="list-style-type: none"> • All in lowercase • No dashes, spaces or other special characters • First name and last name is separated with a dot/period (.) • For personnel with similar names, a number at the of the last name is present (002, 003, etc.) <p>Example: NAME: Valerie-ann Pit-og CORRECT FORMAT DepEd Email/ MS Account: valerieann.pitog@deped.gov.ph valerieann.pitog@car.deped.gov.ph WRONG FORMAT DepEd Email/ MS Account: Valerie-ann.Pit-og@deped.gov.ph</p>	<p>For SDO Personnel firstname.lastname@deped.gov.ph For School Personnel firstname.lastname@car.deped.gov.ph</p>
PASSWORD	<p>Any format</p> <ul style="list-style-type: none"> • Password for DepEd email and MS Account is NOT INTERCHANGEABLE. • Passwords for both account is usually NOT THE SAME unless you set it to. • Remember passwords of each account not just one (1) 	<p>Alphanumeric (combination of letters and numbers) Must contain at least 1 capital letter</p>
USES	<ul style="list-style-type: none"> • Google Applications (Gmail, Google Drive, Forms, Documents, Sheets, etc.) 	<ul style="list-style-type: none"> • MS o365 applications (Word, Excel, PowerPoint, Teams, etc.)
OTHER USES	<ul style="list-style-type: none"> • Registering to LRMS portal, DCP Monitoring Tool (CAR) • Application for loan (PLIs) • Registering to DepEd Commons 	<ul style="list-style-type: none"> • Registering to DepEd Commons

Frequently Asked Questions (FAQs)

Q: Does this mean I have to maintain 2 accounts?

A: Yes. But if you registered to the LRMSD Portal and DepEd Commons, those are 2 additional accounts that you must maintain, all in all you will be maintaining 4 accounts.

Q: Do I need to install MS o365 on my computer or phone to access my MS Account?

A: No, you can simply log in to office.com or microsoft.com. It is your choice if you want to install MS o365 on your computer or phone.

Q: Where do I access my DepEd email?

A: You can access it by going to gmail.com. If it is your first time opening your DepEd email in your phone, do not open it through the Gmail app instead use your phone's browser. There are complications when opening your DepEd email in the Gmail app.

Q: I have not accessed my account for 2 years, will my password change?

A: No, your password will still be the same, time will not affect it. It will only change if you change it.

Q: I tried to use the temporary password given to me before, why is it not working anymore?

A: Temporary password as the name implies is temporary, you can only use it once. You are prompted to change the temporary password once you login so remember the new password you entered and not the temporary one.

Q: I cannot access my account since I forgot my password, what can I do?

A: There is a button labeled "Forgot password", by clicking that button you can do self-service password reset. Just follow the instructions given. If in case the self-service password reset is not working you can visit to the ICT Unit at the Schools Division Office and fill out the account request form or you can fill out the online form through the link tinyurl.com/tabukcityaccountreq (please read the terms stated on the online form)

Q: Who are eligible to register for DepEd emails and Microsoft accounts?

A: Only permanent employees of DepEd are eligible. For new employees who want to register, please visit the ICT unit at the Schools Division Office or you can fill out the online form through the link tinyurl.com/tabukcityaccountreq (please read the terms stated on the online form)



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