
	Department of Education Region III <b>DIVISION OF CITY SCHOOLS</b> Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 10/31/2018
	<b>DIVISION MEMORANDUM</b>		Name of Office: <b>OSDS-SDS</b>

October 29, 2019

DIVISION MEMORANDUM  
 No. 423 S. 2019

To : All Public Elementary and Secondary School Heads  
 All DepEd Non-Teaching Personnel

**RELEASED**

NOV 05 2019

By [Signature]  
 DepEd Angeles City  
 Division of City Schools

**SHARING OF DEPED EMAIL AND PASSWORD**

1. Pursuant to the enacted Republic Act 10173 or Data Privacy Act of 2012, all DepEd regular employees are instructed to refrain from sharing their DepEd email passwords especially to private lending institutions.
2. As per DepEd Order No. 85, s. 2012 (Policy on the Establishment of DepEd Email Service), the DepEd Email Service is the official means of communication of its permanent employees and authorized consultants, personnel and staff. Thus, DepEd emails are properties of the government and all 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.
3. Immediate and wide dissemination of this memorandum is enjoined

[Signature]  
**MA. IRELYN P. TAMAYO, Ph. D., CESE**  
 Asst. Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

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**"SMILES BRIGHT, SERVES RIGHT"**