



Republic of the Philippines
Department of Education

DEC 03 2012

DepEd O R D E R
 No. **85** s. 2012

POLICY ON THE ESTABLISHMENT OF DEPED EMAIL SERVICE

To: 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

1. As part of the Department of Education's thrusts and directions toward improving governance particularly in strengthening its internal systems and processes, innovations in its information and communication systems are implemented that are aimed to:
 - a. enhance existing communication channels in the Department making communication timely, reliable and accessible;
 - b. provide its personnel a sense of distinct online identity and affiliation with the Department; and
 - c. provide tools that will allow for teamwork among its employees in the planning, performance, and evaluation of tasks. Hence, promoting a culture of collaboration.
2. In line with these, the Department of Education (DepEd) establishes the DepEd Email Service as one of the official means of communication for use by its permanent employees and authorized consultants, personnel, and staff.
3. All permanent employees are enjoined to register for their DepEd email accounts and adopt it in its day-to-day official communications.
4. The use of the DepEd Email Service is a privilege and is subject to acceptable use by all DepEd employees.
5. The Technical Service (TS) shall be responsible in operating and managing the DepEd Email Service and shall prepare the periodic reports.
6. To ensure that these policies are properly and effectively implemented, the *Guidelines on the Use of the DepEd Email Service* shall be issued. When deemed necessary, the TS shall make the necessary modifications in the implementing guidelines to ensure relevance, and as long as these remain consistent with the above-stated policy.

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Bishop Adams

7. These policies shall take effect immediately upon the approval of the Secretary and its publication at the DepEd website: www.deped.gov.ph.

8. The provisions in this Order supercede the provisions in Item Nos. 2-8 of DepEd Order No. 52, s. 2009 entitled *Requiring All Regional/Division Offices to Avail of Internet Subscription and Dissemination of Updated Official DepEd Email Addresses for Regional and Division Offices*.

9. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary 

Reference:

DepEd Order: (No. 52, s. 2009)

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES
INFORMATION TECHNOLOGY
POLICY
PROGRAMS
PROJECTS
RULES and REGULATIONS

SMA/JOBM/DO Policy on the Establishment of DepEd Email Service
1628, 9-26/10-26 /11-6/11-14/**11-15**

