



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY



16 OCTOBER 2024

**DIVISION MEMORANDUM**

No. **591-2024**

**Guidelines on the Correct Process of User Account Management for DepEd Google and Microsoft Accounts and Reporting of Activation Status**

To: All Employees of the Schools Division of Baguio City

In line with our commitment to uphold the security and proper management of DepEd Google and Microsoft Accounts, the DepEd Schools Division Office of Baguio City hereby issues the following guidelines on the User Account Management (UAM) process:

**1. Completion of Online Form:**

All requests for the creation, management, or password reset of DepEd Google or Microsoft accounts must be submitted through the online form available at [depdpines.com/uam](https://depdpines.com/uam)

**2. Individual Accountability:**

Each DepEd employee is responsible for managing their own account. No one is permitted to request on behalf of another employee. This ensures the integrity and security of each account.

**3. Essential Skill Requirement:**

Considering the comprehensive trainings provided by the Division Office and Schools, the use of DepEd accounts is considered a basic and essential skill for all DepEd employees. Mastery of these digital tools is vital for effective communication, collaboration, and administrative processes within the Department.

**4. Microsoft and Google Account Usage:**

DepEd employees are provided with a single account format, `firstname.lastname@deped.gov.ph`, which is used for both Google services (e.g., Gmail, Google Drive) and Microsoft services (e.g., Microsoft 365, Teams). Employees can choose to use the same password for both services or set different passwords based on their preference.

Additionally, there is a third account format, `firstname.lastname@car.deped.gov.ph`, which may still be active and can be

used to access the Learning Management System (LMS) and Microsoft Teams.

**4. Security Protocols for Financial and Legal Transactions:**

Given that DepEd accounts are used for financial and legal transactions, it is imperative that only the account owner submits requests for password reset or account creation. The identity of the requester will be validated through an identity verification process.

**5. Enhanced Security Measures:**

Employees are advised to activate 2-step authentication or Two-Factor Authentication (2FA) for added security of their DepEd accounts. This additional layer of security helps protect against unauthorized access.

6. A certification from the school head must accompany the request, explaining the reason for the account reset or creation. This certification ensures that requests are legitimate and necessary.

**7. Management of School Emails:**

School emails shall be managed only by authorized personnel, as designated by the school head. Requests for password resets for school emails will follow the same process as other DepEd accounts, including the completion of the online form and submission of required documents.

**8. Activation Report by School Heads:**

School heads are required to submit a report via [depedpines.com/deped-account-report](https://depedpines.com/deped-account-report), indicating that all teachers and personnel who are nationally paid have activated their DepEd Google and Microsoft Accounts. Activation is defined as the ability to successfully log in to their DepEd accounts. This report is crucial to ensuring full compliance with account activation across all schools in the division.

**9. Restricted Access to DepEd Reports and Data Gathering Forms:**

DepEd reports and data gathering forms are restricted for use within the DepEd system, and only employees with activated DepEd accounts can access them. Therefore, all DepEd employees must hold and manage their own accounts and master the use of these accounts to participate in reporting and data collection processes critical to their work.

By adhering to these guidelines, we ensure that all accounts are secure and properly managed, safeguarding the integrity of the Department's digital platforms.

For your guidance and compliance.

**SORAYA T. FACULO PhD, CESO VI**  
Schools Division Superintendent