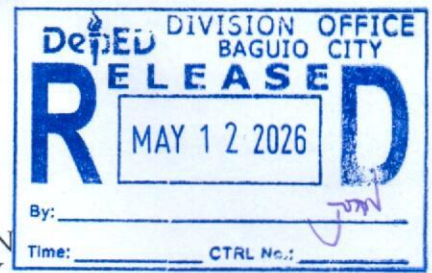




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



May 11, 2026

DIVISION MEMORANDUM

No. 320-2026

DEPED ACCOUNT MANAGEMENT REQUESTS

To: Public School Heads
Public Schools District Supervisors
Public School Teachers
Public School Non-Teaching Personnel
All Others Concerned

1. To strengthen account security and ensure proper identity verification, all requests for DepEd account creation, password reset, unblocking, and authenticator removal shall follow these procedures:
 - ✓ Submit requests via the official School DepEd email to **baguio.city@deped.gov.ph** with the subject **“DepEd Account Management Request.”** School personnel must coordinate with their School Head, ICT Coordinator, or Administrative Officer, who are the only authorized personnel with access to the school email. This will serve as identity validation.
 - ✓ Walk-in requests are allowed upon presentation of a School ID or any valid ID. Requests must be made personally by the account holder; proxy requests are not permitted.
2. Requests sent through Messenger or any other messaging platforms shall not be entertained. Only requests submitted through official channels will be processed to ensure proper identity verification and security.
3. These measures are strictly implemented to safeguard the cybersecurity of the DepEd Schools Division Office of Baguio City, ensure proper accountability in account management, prevent unauthorized access and misuse of official accounts, and align with existing data privacy and information security policies.
4. For strict compliance.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent