



MAY 22 2009

DepED ORDER
No. 52, s. 2009

**REQUIRING ALL REGIONAL/DIVISION OFFICES TO AVAIL INTERNET
SUBSCRIPTION AND DISSEMINATION OF UPDATED OFFICIAL
DEPED EMAIL ADDRESSES FOR REGIONAL
AND DIVISION OFFICES**

To: Regional Directors
Schools Division/City Superintendents
Regional/Division ICT Coordinators
All Others Concerned

1. In order to improve DepED's communication services, all regional/division offices are required to avail internet subscription using MOOE funds. For offices with two (2) or more computers connected in the Local Area Network (LAN), the required Committed Information Rate (CIR), the guaranteed internet speed is 128 kbps. The type of connection can be wired or fixed wireless.
2. To facilitate information dissemination within the organization reiteration of the use of the official DepED email addresses is required. The list of updated regional and divisions email addresses is provided as Enclosure No. 1.
3. The official DepED email shall be used for official communications, updates and for the electronic updating of Personnel Services Itemization and Plantilla of Personnel.
4. DepED Regional and Division ICT Coordinators are tasked to facilitate this undertaking and coordinate with other offices/units in the regions/divisions for the use of this official email address.
5. Steps on how to retrieve and open email accounts, please refer to Enclosure No. 2.
6. Upon receiving this Order, password/s must be changed and for email accounts that will encounter problems, please contact Mr. Joseph Santiago or Mr. Elmer Guizano of ICTU, Technical Service, DepED Central Office at tel. nos. (02) 635-7369 or (02) 633-7264.
7. Moreover, it is required that emails are checked everyday for updates and passwords must be changed periodically to secure the email accounts from

unauthorized usage. Request must be sent to jvsantiago@deped.gov.ph and jvsantiago@teacher.deped.gov.ph. To do so, use the email account assigned to your office.

8. In the event that other offices within the regional office or division office will require separate email accounts, the Regional/Division ICT Coordinators are required to assist in accomplishing the request addressed to Mr. Elmer Guizano, Administrative Officer IV, Officer-in-Charge, Information and Communication Technology Unit (ICTU), Technical Service, DepED Central Office.

9. This Department orders the use of official email address as replacement for personal email address in transacting with other offices/divisions/agencies. It must be strictly used for dissemination of information in the Department.

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



JESLI A. LAPUS
Secretary

Encls.:

As stated

Reference:

None

Allotment: - -(D.O. 50-97)

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

BUREAUS & OFFICES
INFORMATION TECHNOLOGY
SCHOOLS

R-Maricar/DM-Internet Subscription
05-14-09

Enclosure No. 1 to DepED Order No. 52, s. 2009

Department of Education
Email Addresses of Schools Division Offices
As of January 15, 2009

REGION I (ro1@deped.gov.ph)

Region/Schools Division

Candon City

Dagupan City

Ilocos Norte

Ilocos Sur

La Union

Laoag City

Pangasinan I

Pangasinan II

San Carlos City

Urdaneta City

With Interim Division Office

Alaminos City

Vigan City

San Fernando City

Batac City

Email Address

candoncity@deped.gov.ph

dagupancity@deped.gov.ph

ilocosnorte@deped.gov.ph

ilocossur@deped.gov.ph

launion@deped.gov.ph

laoagcity@deped.gov.ph

pangasinan1@deped.gov.ph

pangasinan2@deped.gov.ph

sancarloscity1@deped.gov.ph

urdanetacity@deped.gov.ph

Email Address

alaminoscity@deped.gov.ph

vigancity@deped.gov.ph

sanfernandocityr1@deped.gov.ph

bataccity@deped.gov.ph

REGION II (ro2@deped.gov.ph)

Region/Schools Division

Batanes

Cagayan

Isabela

Nueva Vizcaya

Quirino

Tuguegarao City

With Interim Division Office

Cauayan City

Santiago City

Email Address

batanes@deped.gov.ph

cagayan@deped.gov.ph

isabela@deped.gov.ph

nuevavizcaya@deped.gov.ph

quirino@deped.gov.ph

tuguegaraocity@deped.gov.ph

Email Address

cauayancity@deped.gov.ph

santiagocity@deped.gov.ph

REGION III (ro3@deped.gov.ph)

Region/Schools Division

Angeles City

Aurora

Balanga City

Bataan

Bulacan

Cabanatuan City

Gapan City

Malolos City

Nueva Ecija

Olongapo City

Pampanga

Email Address

angelescity@deped.gov.ph

aurora@deped.gov.ph

balangacity@deped.gov.ph

bataan@deped.gov.ph

bulacan@deped.gov.ph

cabanatuacity@deped.gov.ph

gapancity@deped.gov.ph

maloloccity@deped.gov.ph

nuevaecija@deped.gov.ph

olongapocity@deped.gov.ph

pampanga@deped.gov.ph

REGION III**Region/Schools Division**

San Fernando City
San Jose Del Monte City
Tarlac
Tarlac City
Zambales

Email Address

sanfernandocity@deped.gov.ph
sanjosedelmonte@deped.gov.ph
tarlac@deped.gov.ph
tarlaccity@deped.gov.ph
zambales@deped.gov.ph

With Interim Division Office

Muñoz Science City

Email Address

sciencecityofmunoz@deped.gov.ph

REGION IV-A (ro4-a@deped.gov.ph)**Region/Schools Division**

Antipolo City
Batangas
Batangas City
Cavite
Cavite City
Laguna
Lipa City
Lucena City
Quezon
Rizal

Email Address

antipolocity@deped.gov.ph
batangas@deped.gov.ph
batangascity@deped.gov.ph
cavite@deped.gov.ph
cavitecity@deped.gov.ph
laguna@deped.gov.ph
lipacity@deped.gov.ph
lucenacity@deped.gov.ph
quezon@deped.gov.ph
rizal@deped.gov.ph

San Pablo City

sanpablocity@deped.gov.ph

Tanauan City

tanauancity@deped.gov.ph

With Interim Division Office

Sta. Rosa City

Email Address

starosacity@deped.gov.ph

Tayabas City

tayabascity@deped.gov.ph

REGION IV-B (MIMAROPA) (ro4-b@deped.gov.ph)**Region/Schools Division**

Calapan City
Marinduque
Occidental Mindoro
Oriental Mindoro
Romblon
Puerto Princesa City
Palawan

Email Address

calapanacity@deped.gov.ph
marinduque@deped.gov.ph
occidentalmindoro@deped.gov.ph
orientalmindoro@deped.gov.ph
romblon@deped.gov.ph
puertoprincesacity@deped.gov.ph
palawan@deped.gov.ph

REGION V**Region/Schools Division**

Albay
Camarines Norte
Camarines Sur
Catanduanes
Iriga City
Legaspi City
Ligao City

Email Address

albays@deped.gov.ph
camarinesnorte@deped.gov.ph
camarinessur@deped.gov.ph
catanduanes@deped.gov.ph
irigacity@deped.gov.ph
legaspicity@deped.gov.ph
ligaocity@deped.gov.ph

REGION V (ro5@deped.gov.ph)

Region/Schools Division

Masbate
Masbate City
Naga City
Sorsogon
Sorsogon City
Tabaco City

Email Address

masbate@deped.gov.ph
masbatecity@deped.gov.ph
nagacity@deped.gov.ph
sorsogon@deped.gov.ph
sorsogoncity@deped.gov.ph
tabacocity@deped.gov.ph

REGION VI (ro6@deped.gov.ph)

Region/Schools Division

Aklan
Antique
Bacolod City
Baguio City
Cádiz City
Capiz
Guimaras
Iloilo
Iloilo City
Kabankalan City
La Carlota City
Negros Occidental
Roxas City
Sagay City
San Carlos City
Silay City

Email Address

aklan@deped.gov.ph
antique@deped.gov.ph
bacolodcity@deped.gov.ph
bagocity@deped.gov.ph
cadizcity@deped.gov.ph
capiz@deped.gov.ph
guimaras@deped.gov.ph
iloilo@deped.gov.ph
iloilocity@deped.gov.ph
kabankalancity@deped.gov.ph
lacarlotacity@deped.gov.ph
negrosoccidental@deped.gov.ph
roxascity@deped.gov.ph
sagaycity@deped.gov.ph
sancarloscityr6@deped.gov.ph
silaycity@deped.gov.ph

With Interim Division Office

Passi City

Email Address

passicity@deped.gov.ph

REGION VII (ro7@deped.gov.ph)

Region/Schools Division

Bohol
Cebu
Cebu City
Dumaguete City
Lapu-lapu City
Mandaue City
Negros Oriental
Siquijor
Talisay City
Toledo City

Email Address

bohol@deped.gov.ph
cebu@deped.gov.ph
cebucity@deped.gov.ph
dumaguete@deped.gov.ph
lapu-lapucity@deped.gov.ph
mandauecity@deped.gov.ph
negrosoriental@deped.gov.ph
siquijor@deped.gov.ph
talisaycity@deped.gov.ph
toledocity@deped.gov.ph

With Interim Division Office

Danao City
Tanjay City
Tagbilaran City
Bayawan City

Email Address

danaocity@deped.gov.ph
tanjaycity@deped.gov.ph
tagbilarancity@deped.gov.ph
bayawancity@deped.gov.ph

With Interim Division Office

Bais City
Naga City
Bogo City
Carcara City
Guihulngan City

Email Address

baiscity@deped.gov.ph
nagacity7@deped.gov.ph
bogocity@deped.gov.ph
carcarcity@deped.gov.ph
guihulngacity@deped.gov.ph

REGION VIII (ro8@deped.gov.ph)

Region/Schools Division

Biliran
Calbayog City
Eastern Samar
Leyte
Northern Samar
Ormoc City
Samar (Western Samar)
Southern Leyte
Tacloban City

Email Address

biliran@deped.gov.ph
calbayogcity@deped.gov.ph
easternsamar@deped.gov.ph
leyte@deped.gov.ph
northernsamar@deped.gov.ph
ormoccity@deped.gov.ph
westernsamar@deped.gov.ph
southernleyte@deped.gov.ph
taclobacity@deped.gov.ph

With Interim Division Office

Maasin City
Borongon City
Catbalogan City
Baybay City

Email Address

maasincity@deped.gov.ph
borongacity@deped.gov.ph
catbalogacity@deped.gov.ph
baybaycity@deped.gov.ph

REGION IX (ro9@deped.gov.ph)

Region/Schools Division

Dapitan City
Dipolog City
Isabela City
Pagadian City
Zamboanga City
Zamboanga del Norte
Zamboanga del Sur
Zamboanga Sibugay Province

Email Address

dapitancity@deped.gov.ph
dipologcity@deped.gov.ph
isabelacity@deped.gov.ph
pagadiancity@deped.gov.ph
zamboangacity@deped.gov.ph
zamboangadelnorte@deped.gov.ph
zamboangadelsur@deped.gov.ph
zamboangasibugay@deped.gov.ph

REGION X (ro10@deped.gov.ph)

Region/Schools Division

Bukidnon
Cagayan de Oro City
Camiguin
Gingoog City
Iligan City
Lanao del Norte
Misamis Occidental
Misamis Oriental
Ozamis City

Email Address

bukidnon@deped.gov.ph
cagayandeorocity@deped.gov.ph
camiguin@deped.gov.ph
gingoogcity@deped.gov.ph
iligancity@deped.gov.ph
lanadelnorte@deped.gov.ph
misamisoccidental@deped.gov.ph
misamisoriental@deped.gov.ph
ozamiscity@deped.gov.ph

With Interim Division Office

Oroquieta City
Tangub City
Valencia City
El Salvador City

Email Address

oroquietacity@deped.gov.ph
tangubcity@deped.gov.ph
valenciacity@deped.gov.ph
elsalvadorcity@deped.gov.ph

REGION XI (ro11@deped.gov.ph)

Region/Schools Division

Compostela Valley City
Davao Del Norte
Davao City
Davao del Sur
Davao Oriental
Digos City
Panabo City
Tagum City

Email Address

compostelavalley@deped.gov.ph
davaodelnorte@deped.gov.ph
davaocity@deped.gov.ph
davaodelsur@deped.gov.ph
davaooriental@deped.gov.ph
digoscity@deped.gov.ph
panabocity@deped.gov.ph
tagumcity@deped.gov.ph

With Interim Division Office

Island Garden City of Samal
Mati City

Email Address

samalcity@deped.gov.ph
maticity@deped.gov.ph

REGION XII (ro12 @deped.gov.ph)

Region/Schools Division

Cotabato City
General Santos City
Koronadal City
North Cotabato
Sarangani
South Cotabato
Sultan Kudarat

Email Address

cotabatocity@deped.gov.ph
[gensantocity@deped.gov.ph](mailto:gentsantocity@deped.gov.ph)
koronadalcity@deped.gov.ph
northcotabato@deped.gov.ph
sarangani@deped.gov.ph
southcotabato@deped.gov.ph
sultankudarat@deped.gov.ph

With Interim Division Office

Kidapawan City
Tacurong City

Email Address

kidapawancity@deped.gov.ph
tacurongcity@deped.gov.ph

REGION XIII (CARAGA) (caraga@deped.gov.ph)

Region/Schools Division

Agusan del Norte
Agusan del Sur
Butuan City
Siargao
Surigao City
Surigao del Norte
Surigao del Sur
Province of Dinagat Island

Email Address

agusandelnorte@deped.gov.ph
agusandelsur@deped.gov.ph
butuancity@deped.gov.ph
siargao@deped.gov.ph
surigaocity@deped.gov.ph
surigaodelnorte@deped.gov.ph
surigaodelsur@deped.gov.ph
dinagatisland@deped.gov.ph

With Interim Division Office

Bislig City
Bayugan City
Cabadbaran City
Tandag City

Email Address

bisligcity@deped.gov.ph
bayugancity@deped.gov.ph
Cabadbarancity@deped.gov.ph
tandagcity@deped.gov.ph

CAR (car@deped.gov.ph)

Region/Schools Division

Abra
Apayao
Baguio City
Benguet
Ifugao
Kalinga
Mt. Province

Email Address

abra@deped.gov.ph
apayao@deped.gov.ph
baguio@deped.gov.ph
benguet@deped.gov.ph
ifugao@deped.gov.ph
kalinga@deped.gov.ph
mtprovince@deped.gov.ph

ARMM (no email add)

Region/Schools Division

Basilan
Lanao del Sur I-A
Lanao del Sur I-B
Lanao del Sur II-A
Lanao del Sur II-B
Maguindanao
Marawi City
Sulu 1
Sulu 2
Tawi-tawi

Email Address

basilan@deped.gov.ph
lanadelsur1a@deped.gov.ph
lanadelsur1b@deped.gov.ph
lanadelsur2a@deped.gov.ph
lanadelsur2b@deped.gov.ph
maguindanao@deped.gov.ph
marawicity@deped.gov.ph
sulu1@deped.gov.ph
sulu2@deped.gov.ph
tawitawi@deped.gov.ph

With Interim Division Office

Lamitan City

Email Address

lamitancity@deped.gov.ph

NCR (ncr@deped.gov.ph)

Region/Schools Division

Kalookan City
Las Piñas City
Makati City
Malabon City-Navotas
Mandaluyong City
Manila
Marikina City
Muntinlupa City
Parañaque City
Pasay City
Pasig City
Quezon City
Taguig and Pateros
Valenzuela City

Email Address

kaloocancity@deped.gov.ph
laspinascity@deped.gov.ph
makaticity@deped.gov.ph
malaboncity-navotas@deped.gov.ph
mandaluyongcity@deped.gov.ph
manila@deped.gov.ph
marikinacity@deped.gov.ph
muntinlupacity@deped.gov.ph
paranaque@deped.gov.ph
pasaycity@deped.gov.ph
pasigcity@deped.gov.ph
quezoncity@deped.gov.ph
taguig-pateros@deped.gov.ph
valenzuelacity@deped.gov.ph

With Interim Division Office

San Juan City

Email Address

sanjuancity@deped.gov.ph

Step 2: In the Internet Explorer address bar type:
<http://mail.deped.gov.ph/exchange> or
<http://owa.deped.gov.ph/exchange> and press enter.



Step 3: A user authentication window will pop up and you are required to type the appropriate information needed.

Username: name of your division

Password: abc@123

Note: where username is the name of your region or division

Ex: For Region I

Username: ro1

Password: abc@123

For CARAGA

Username: caraga

Password: abc@123

For Division of Abra

Username: abra

Password: abc@123

For Division of Quezon City

Username: quezoncity

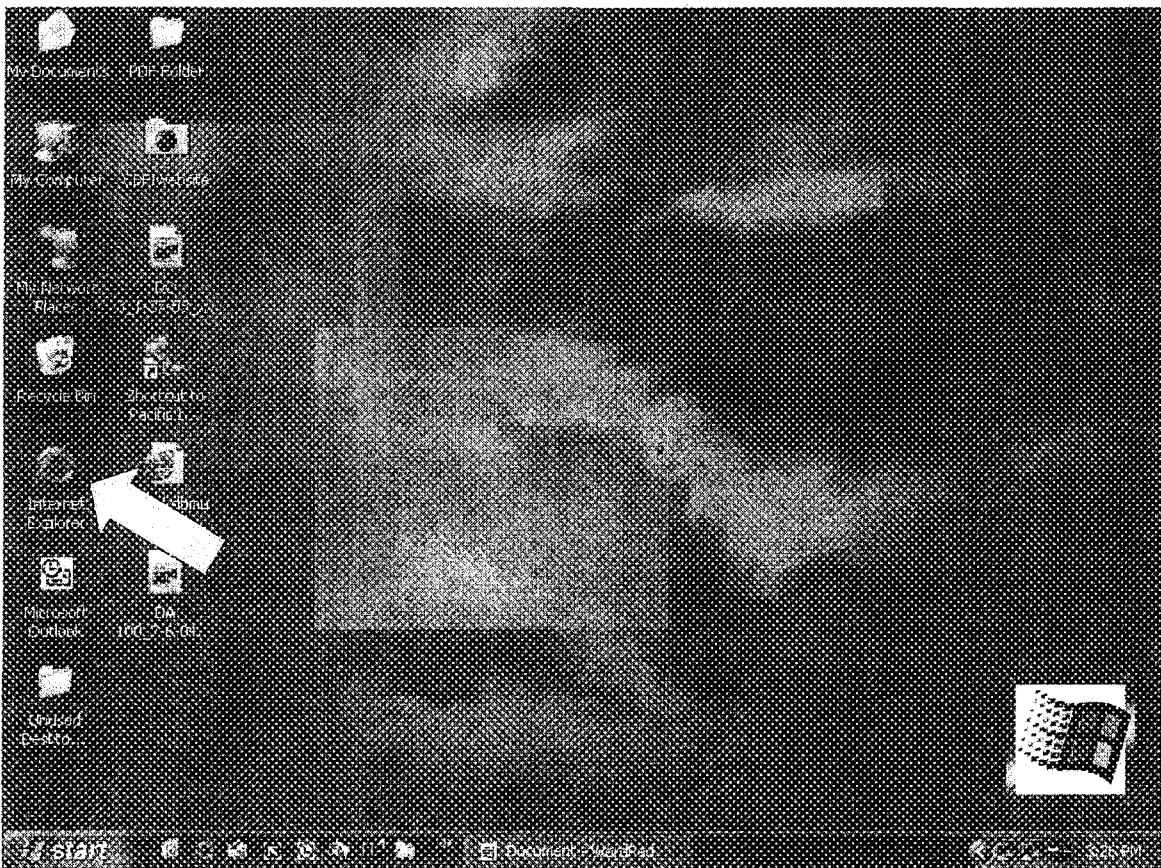
Password: abc@123

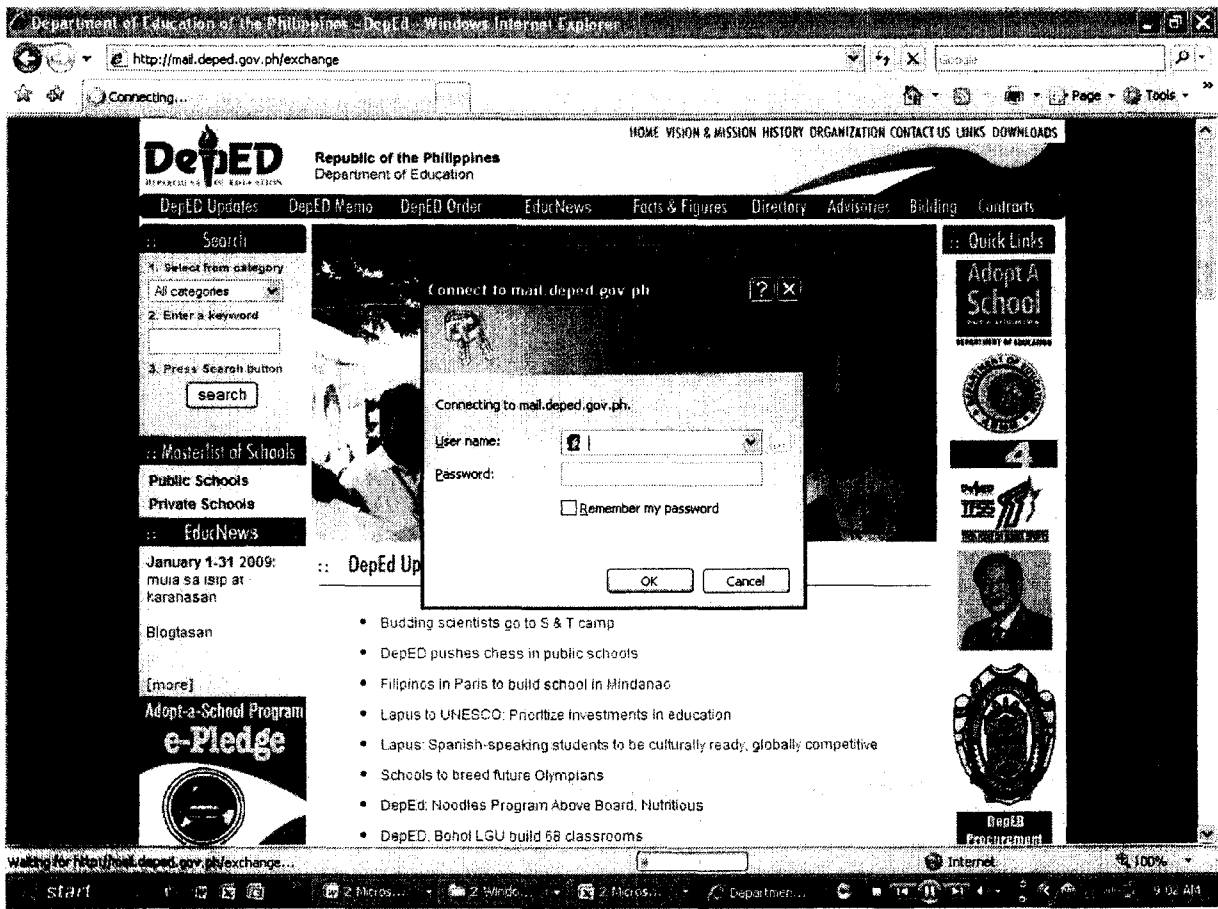
**Attention: All Regional Directors
All Division Superintendents
All others concerned**

Steps in Accessing your Official Email Account

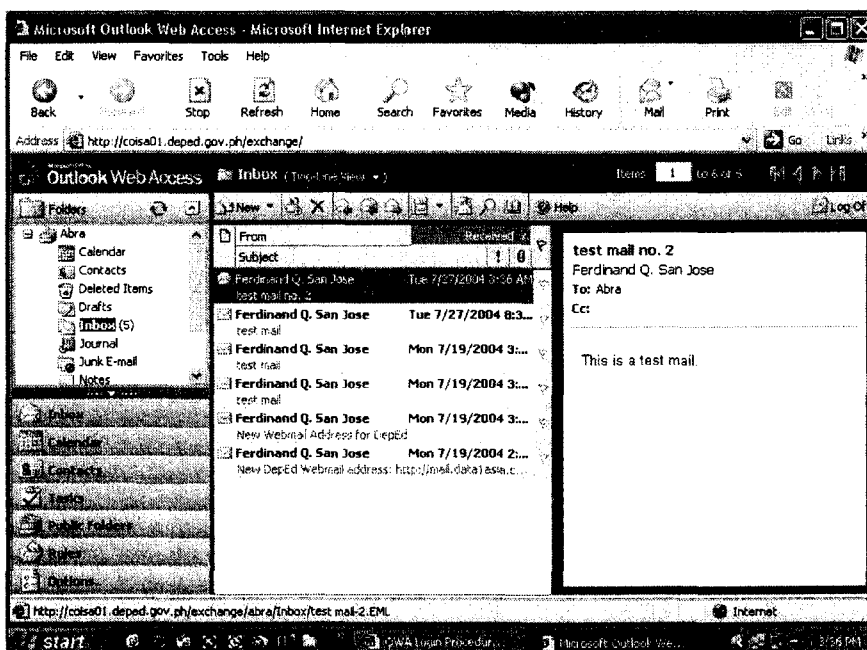
Note: It is assumed that you are already connected to your internet connection. The speed of accessing your email account depends upon the speed of your internet connection.

Step1: Double Click Internet Explorer icon on your computer





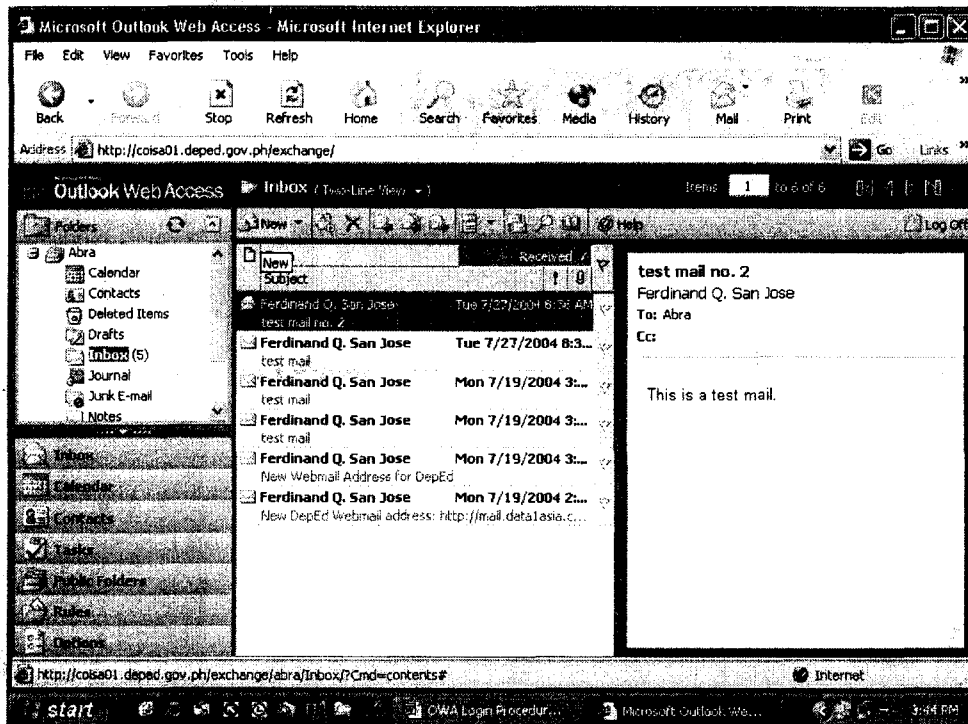
- For security reasons, this typical user authentication window will pop-up before you can enter the Outlook Web Access application. The OWA is an application used to view your email account even from a remote area.



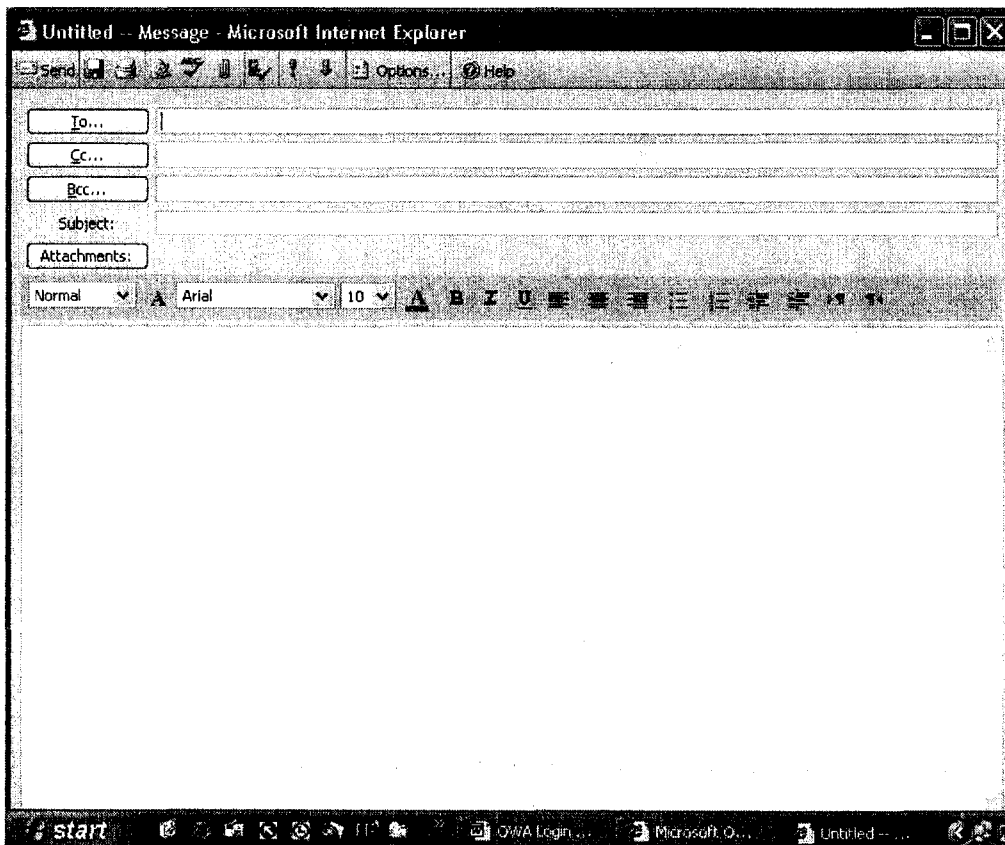
- Above is a screenshot of an Outlook Web Access window.

Steps in Creating New Message

1. Click new, a pop up screen will appear



2. Type the email address where your message will be sent or Click the To button to access the global address book



3. Type in the name of the user and then click find. Select the name from the global address list below then Click the To Button. Close the Find Names Dialog Box.

Name	Phone	Alias	Office	Job title	Company
Ferdinand P. Batoon		fpbatoon			
Ferdinand O. San Jose		fqsanjose			
Ferdinand S. Bergado		fsbergado			

4. Type the Subject and Message of your email then click Send button.

5. Click log off to exit from the Outlook Web Access

