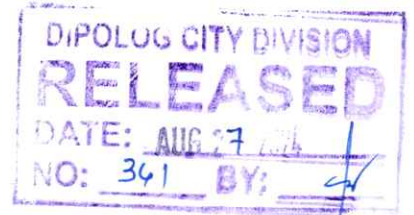




Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY



August 22, 2024

**Division Memorandum**  
No.: 341, s. 2024

**Non-Disclosure of DepEd Email (Gmail and Office 365) Account Password**

To: All Schools Division Office Personnel  
All Field Personnel  
This Division

1. The Information and Communication Technology unit of this division is mandated to implement the DepEd email (*Gmail and Office 365*) account management of all teaching and non-teaching personnel in this division.
2. As a policy, all DepEd personnel teaching and non-teaching are hereby directed not to disclose his/her DepEd email account password to any individual, and/or business entities either public or private.
3. This is in consonance with the Data Privacy Act of 2012, to protect all employees from data breach and intrusion to personal data and information.
4. For your guidance and strict compliance.

  
**ATTY. MA. CECILLE S. BASTASA-TANAGA**  
Attorney III  
In-Charge of Office

For:

**MA. LIZA R. TABILON EdD, CESO V**  
Schools Division Superintendent

