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DEPARTMENT OF EDUCATION  
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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO** 01-1019-0386  
**MEMORANDUM**  
09 October 2019

For: **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**

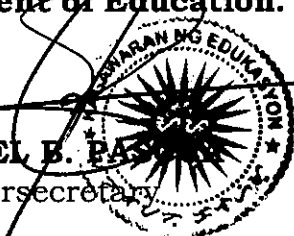
Subject: **SHARING OF DEPED EMAIL AND PASSWORD**

We have received several reports that DepEd Emails and passwords are in possession of private lending institutions. We have encountered several instances where staff of such companies have posted in the DepEd Workplace about their agencies' loan services and other marketing ads.

In accordance with the DepEd Order No. 85, s. 2012 – **“Policy on the Establishment of DepEd Email Service”**, the Department of Education (DepEd) established the DepEd Email Service as one of the official means of communication; for use by its permanent employees and authorized consultants, personnel, and staff, as such **it is hereby reiterated that DepEd Emails are properties of the government. DepEd Emails and passwords must be kept confidential and must not be shared especially to groups and agencies that are not under the Department of Education.**

For strict compliance.

**ALAIN DEL B. PASA**  
Undersecretary



**Office of the Undersecretary for Administration (OUA)**

*[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (BLSS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]*

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Office of the Undersecretary for Finance  
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ICT SERVICE  
 Office of the Director IV

January 15, 2019

**RECEIVED**  
 JAN 17 2019

**ADVISORY**

By: Jeff Time: 4:40 pm

**To All Private Entities Accredited Under the Department's  
 Automatic Payroll Deduction System (APDS) Program**

Reports have reached this Department that there are APDS accredited private entities allegedly requiring their DepEd borrowers/members to submit the latter's **Automated Teller Machine (ATM) card** and **DepEd e-mail passwords** in order to apply for the former's businesses, loans or otherwise, under the Department's APDS Program.

Such practices, if proven to have been performed by an accredited entity after due process, are considered violations of the Terms and Conditions of the APDS Accreditation (TCAA, for brevity), which all currently accredited entities have executed.

Particular attention is invited to Simple Grounds (Item t) and Serious Grounds (Item o) of Annex "G" (Grounds for Suspension or Revocation of Accreditation for Lending, Insurance Premia, or Membership Dues/Contributions, As Applicable) of your respective TCAs, as follows:

**Simple Grounds**

- t. *Accepting Automated Teller Machine (ATM) card as collateral from DepEd employees for their loans under APDS.*

**Serious Grounds**

- o. *Other acts or omissions constituting fraud, bad faith, or willful misrepresentation intended to obtain undue financial gain at the expense of a DepEd employee who is a borrower, policy holder or member of accredited entities, or to undermine the effectiveness of the APDS.*

This Department is therefore reminding all APDS accredited entities to refrain from enforcing the said requirements in undertaking their businesses to DepEd personnel under the APDS Program, whether for loans, insurance and/or association memberships, and strictly adhere to all the provisions stipulated in the TCAA.

Please be guided accordingly.

*Victoria L. Medrana Catibog*

**VICTORIA L. MEDRANA CATIBOG**  
 Undersecretary

**Copy Furnished:**

**ALL REGIONAL DIRECTORS**  
 DepEd Regions I to XIII, CAR, and NCR

- ✓ **DIR. ABRAM Y.C. ABANIL**  
 Director IV, Information and Communications Technology Service, this Department

*ICTS*