



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
Schools Division Office of Mountain Province  
Bontoc, Mountain Province



OFFICE MEMORANDUM

no. 11 s. 2019

July 17, 2019

To: Assistant Schools Division Superintendent  
Chief Education Program Supervisors (SGOD & CID)  
All Others Concerned

DEP-ED Mt. Province  
OFFICE OF THE SCHOOLS DIVISION  
SUPERINTENDENT  
**RELEASED**

From: SALLY BANAKEN-ULLALIM, CESO V  
*Schools Division Superintendent*

By: JUL 17 2019  
Date: July 17, 2019

Subject: REITERATION OF THE UTILIZATION OF SCHOOLS AND DISTRICTS OFFICIAL DEPED  
EMAIL ACCOUNTS

---

- 1) As part of its effort to improve the communication flow of the Schools Division Office especially in reaching out to the field, a memorandum # 144, s. 2018 was issued last June 13, 2018 mandating schools and districts to utilize said email platform for official transactions with the Schools Division Office and/or other offices.
- 2) Likewise, Schools Division Office personnel are encouraged to channel communications (memoranda, letters, notices, etc.) through these accounts aside from the hard copies distributed in the pigeon holes of the schools in the Records Office.
- 3) Attached herewith are the list of schools and districts with their corresponding email accounts.
- 4) For more information and/or concerns, kindly contact Ms. Loida Elaine G. Tibong, Information Technology Officer, at mobile # 0950-864-9784 or through email at [loidaelaine.tibong@deped.gov.ph](mailto:loidaelaine.tibong@deped.gov.ph).
- 5) Immediate dissemination and strict compliance to this memorandum is required.