Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

June 10, 2026

DIVISION MEMORANDUM
No. 350, S. 2026

USE OF OFFICIAL DEPED-ISSUED SCHOOL ID EMAIL ACCOUNTS FOR THE TRANSMISSION AND RECEIPT OF DIVISION ISSUANCES AND OFFICIAL COMMUNICATIONS

To: Assistant Schools Division Superintendents
Division Chiefs
Functional Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. To ensure the timely, secure, and efficient dissemination of information, all Division Memoranda, Office Memoranda, advisories, notices, announcements, and other official communications from the Schools Division of Pampanga shall be sent through the official DepEd-issued School ID email accounts of schools and concerned offices.

2. All public elementary and secondary schools are directed to regularly check and monitor their official DepEd-issued School ID email accounts. School Heads shall ensure that all communications received are immediately shared with the concerned personnel for appropriate action. Administrative Officer IIs (AO IIs) shall assist the School Heads in monitoring the school's email account and in facilitating the timely dissemination and processing of official communications.

3. The official DepEd-issued School ID email account shall serve as the school's official channel for receiving communications from the Division Office. Failure to regularly monitor the account shall not be accepted as a reason for missing or failing to act on official issuances, directives, requests, and other communications.

4. School Heads shall establish a system for the regular monitoring of the school's official email account. AO IIs shall assist in monitoring, recording, disseminating, and tracking communications received through the official email account to ensure timely compliance with directives, reportorial requirements, and other official transactions with the Division Office.

5. School Heads and Administrative Officer IIs are strongly reminded to regularly check their official DepEd email accounts to avoid delays in receiving and acting on official communications.

Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph

6. Immediate dissemination and strict compliance with this Memorandum is hereby directed.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

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