



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA DEL NORTE



22 April 2025

DIVISION MEMORANDUM

No. 236, s. 2025

**Reminder on the Proper Use of DepEd Email Accounts and
Cybersecurity Practices**

To: All Teaching Personnel
All Non-Teaching Personnel
This Division

In view of the increasing cybersecurity threats targeting educational institutions and government agencies, it has come to our attention that several cases have been reported wherein DepEd email accounts were compromised due to phishing attacks and unsafe online practices. Incidents of unauthorized access, hacking, and misuse of DepEd email accounts have become more frequent, posing serious risks to the integrity of our communications and confidential data.

In light of these developments, all personnel are hereby reminded of the following guidelines to safeguard our digital assets and uphold the security of official Department operations:

**1. DepEd email accounts (dep.ed.gov.ph) must be used exclusively
for official Department-related activities and communications.**

Personnel are strictly prohibited from using their DepEd email addresses to sign up for, register, or create accounts in any applications, websites, or online services **not officially sanctioned or related to the Department of Education.**

**2. All employees are expected to maintain heightened vigilance when
accessing and handling emails:**

- Be cautious of phishing emails — deceptive messages designed to steal personal credentials or sensitive information.



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Email Address: lanao.norte@dep.ed.gov.ph
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- Do not click on suspicious links, buttons, or download any attachments from unfamiliar or unverified sources.
 - Verify the legitimacy of emails, particularly those requesting urgent actions, financial transactions, or confidential details.
3. Should any suspicious or malicious email be received, personnel are instructed to immediately report the incident to their designated ICT coordinators or the Division ITO for further verification and action. Additionally, all personnel are reminded to regularly **update the passwords to their DepEd email accounts** at least **every 90 days (three months)** to further strengthen account security. Passwords should be strong, unique, and not reused across multiple platforms.
4. Immediate and strict compliance with this Memorandum is required.

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Schools Division Superintendent



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