



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

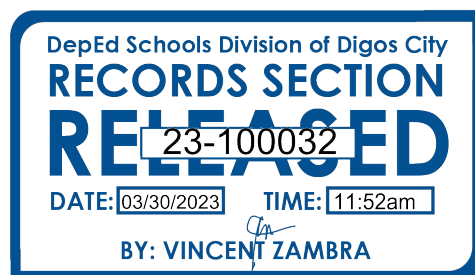
No. 059 s. 2023

To : Public Schools District Supervisor
School Principal and School Heads
SDO Employees
All Concerned Personnel

Subject : **INSTRUCTION TO SUBMIT AN OFFICIAL DEPED
EMAIL ADDRESS BY SCHOOL AND OFFICES**

Date : March 23, 2023

1. In the exigency of the service, and in order to effectively manage the communication received and sent through emails, the undersigned hereby instructs all addressees of the memo you to submit the official/school official DepEd Email Address on or before April 01, 2023.
2. Attached are the list of identified Schools and offices that shall submit their Office/School DepEd Email Address. Please disregard if your school/office has already an existing one.
3. Please make sure that your official email is accessible by key people in your office.
4. Kindly submit the hardcopy to our Records Section and a softcopy of your office/school deped email address shall be sent to sdsoffice.digos@deped.gov.ph for consolidation.
5. For prompt and immediate action.



CRISTY C. EPE
Schools Division Superintendent

LIST OF SDO OFFICES THAT WILL SUBMIT OFFICIAL EMAIL ACCOUNT

SDO OFFICES		OFFICIAL EMAIL ACCOUNT
RECORDS SECTION	✓	records.digoscity@deped.gov.ph
SUPPLY		
ACCOUNTING	✓	accounting.digos@deped.gov.ph
HR SECTION	✓	hr.digoscity@deped.gov.ph
CASH SECTION		
SDS OFFCIE	✓	sdsoffice.digos@deped.gov.ph
IT	✓	ict.digoscity@deped.gov.ph
ASDS	✓	asdsoffice.digos@deped.gov.ph
PLANNING & RESEARCH		
M & E		
DRRM	✓	drrm.digoscity@deped.gov.ph
SGOD	✓	sgod.digoscity@deped.gov.ph
CID	✓	cid.digoscity@deped.gov.ph
ADMIN		
ALS		
LRMDS		
HEALTH & NUTRITION UNIT		
LEGAL OFFICE	✓	legal.digoscity@deped.gov.ph

Note: Those with no check marks are those which need to fill up the template.

LIST OF SDO OFFICES THAT WILL SUBMIT OFFICIAL EMAIL ACCOUNT

SCHOOLS	OFFICIAL EMAIL ADDRESS
APLAYA ELEMENTARY SCHOOL	
APLAYA NATIONAL HIGH SCHOOL	
APOLANDIA ELEMENTARY SCHOOL	
ARCAFLOR MANIAPAO ELEMENTARY SCHOOL	
BADIANG ELEMENTARY SCHOOL	
BAGUMBUHAY ELEMENTARY SCHOOL	
BALABAG ELEMENTARY SCHOOL	
BALABAG NATIONAL HIGH SCHOOL	
BINATON ELEMENTARY SCHOOL	
CASILDO NONOL SR. ELEMENTARY SCHOOL	
COGON ELEMENTARY SCHOOL	
COLORADO ELEMENTARY SCHOOL	
DAMÑAS ELEMENTARY SCHOOL	
DAWIS ELEMENTARY SCHOOL	
DAWIS NATIONAL HIGH SCHOOL	
DIGOS CITY CENTRAL ELEMENTARY SCHOOL	
DIGOS CITY NATIONAL HIGH SCHOOL	
DOMINGO V. ABAWAG, SR. ELEMENTARY SCHOOL	
DON MARIANO MARCOS ELEMENTARY SCHOOL	
DULANGAN ELEMENTARY SCHOOL	
FEDERICO J. ALFEREZ ELEMENTARY SCHOOL	
GAUDIOSO REUSORA CENTRAL ELEMENTARY SCHOOL	
GOMA NATIONAL HIGH SCHOOL	
IGPIT ELEMENTARY SCHOOL	
IGPIT NATIONAL HIGH SCHOOL	
ISAAC ABALAYAN ELEMENTARY SCHOOL	
JOLENCIO ALBERCA ELEMENTARY SCHOOL	
KAPATAGAN NATIONAL HIGH SCHOOL	
KIBANBAN ELEMENTARY SCHOOL	
LUNGAG ELEMENTARY SCHOOL	
MAHAYAHAY ELEMENTARY SCHOOL	
MARAWER ELEMENTARY SCHOOL	
MATTI ELEMENTARY SCHOOL	
MATTI NATIONAL HIGH SCHOOL	
NECENCIO A. ISIDRO ELEMENTARY SCHOOL	

PEDRO S. GARCIA ELEMENTARY SCHOOL	
PEDRO V. BASALAN ELEMENTARY SCHOOL	
RAMON MAGSAYSAY CENTRAL ELEMENTARY SCHOOL	
RANAO ELEMENTARY SCHOOL	
REMEDIOS N. SAPLALA ELEMENTARY SCHOOL	
RIZAL CENTRAL ELEMENTARY SCHOOL	
RUPARAN ELEMENTARY SCHOOL	
RUPARAN NATIONAL HIGH SCHOOL	
SAN MIGUEL ELEMENTARY SCHOOL	
SAN MIGUEL ELEMENTARY SCHOOL	
SENIOR HIGH SCHOOL IN DIGOS CITY	
SOONG NATIONAL HIGH SCHOOL	
SOONG ELEMENTARY SCHOOL	