



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

16 July 2026

DIVISION MEMORANDUM

OSDS – 2026 - 126

DIVISION TEMPLATE FOR SUB-ACCOUNTS FOR SCHOOLS IN EMS: SCOPE

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Cluster Heads
Elementary and Secondary School Heads
This Division

1. To ensure consistency, accountability, and proper access management in the Education Management System (EMS): School Centralized Operations Programs in Education (SCOPE), the division shall adopt a uniform template for the creation and management of school sub-accounts.
2. All public elementary and secondary schools shall create and maintain EMS: SCOPE sub-accounts following the standardized account template prescribed by this Office.
3. Each designated school personnel shall be assigned an account corresponding to his or her official designation or functional responsibility.
4. The School Head shall ensure that:
 - only authorized personnel are assigned user accounts;
 - account assignments are updated whenever there is a change in designation or personnel;
 - inactive or unnecessary accounts are immediately deactivated
 - user credentials are treated as confidential and shall not be shared with unauthorized individuals.
5. The School ICT Coordinator shall maintain administrative control over the creation, activation, modification, and deactivation of EMS: SCOPE sub-account. Requests for new accounts, account modifications, or deactivation shall be endorsed by the School Head through the prescribed request process.
6. Whenever there is a reassignment, transfer, retirement, resignation, or separation of personnel, the concerned school shall immediately notify the School ICT Coordinator for appropriate updating of account access.



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



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7. The following naming convention shall be followed:

Sub Account Field	Example
<schoolID>- position@deped.gov.ph	131213-Encoder1@deped.gov.ph

8. The school head shall assign the appropriate **Menu Access** given to sub-accounts based of its functions as follows:

☐ Administration	Payroll Management
☐ Student Management	Grades & Assessment
☐ Student Records	School Programs
☐ School Finance	PTA Collection
☐ Supply and Inventory	Supply Reports
☐ Academic Programs	Library
☐ Gatekeeping	Community
☐ Child Protection	Guidance & Counseling
☐ Intervention Hub	Reports

9. The School Admin account shall be used to Edit, Reset Password, Deactivate or Delete sub-accounts if deemed necessary.

10. Immediate dissemination and compliance to this Memorandum is desired.

CARLOS G. SUSARNO, PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: None
Reference: None
Allotment: None

To be included in the Perpetual Index under the following Subjects:

TRAINING USERS

JML/OSDS/DM/ DIVLAC SCOPE 2026/07/21



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