



Republic of the Philippines
Department of Education
REGION VIII – EASTERN VISAYAS
SCHOOLS DIVISION OF LEYTE

ACTION REQUEST FORM

- ☐ DepEd Google Account
☐ Microsoft 365 Account

Given Name	Middle Name	Last Name
School ID	School Name	District
Current Position	Contact Number	Alternate Personal Email
DepEd Account		Request Type: ☐ Creation ☐ Password Reset ☐ Removal of MFA ☐ Unsuspend ☐ Deletion
☐ Personal / Own ☐ Authorized Representative	Requestor's Name:	Signature:
To be completed by ICTU Personnel only.		
Action Taken: ☐ Approved ☐ Denied Date:	Remarks:	Processed by: Signature:

Attachments:

For DepEd Email creation, please include the following documents:

1. Letter of request
2. CSC - Attested or Validated Appointment of the concerned personnel
3. Valid ID of the concerned personnel
4. Authorization letter (if another individual is requesting on their behalf)
5. Valid ID of the authorized representative

For DepEd Email password reset/ removal of Multi Factor Authentication (MFA)/ unsuspend account, please include:

1. Letter of request
2. Valid ID of the concerned personnel
3. Incident Report (for suspended account only)
4. Authorization Letter (if another individual is requesting on their behalf)
5. Valid ID of the authorized representative