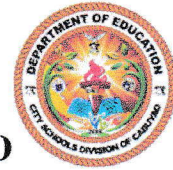





Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO
City of Cabuyao



MEMORANDUM

TO : OIC, ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEF, CURRICULUM IMPLEMENTATION DIVISION
CHIEF, SCHOOL GOVERNANCE AND OPERATIONS DIVISION
PUBLIC SCHOOLS DISTRICT SUPERVISORS
ALL PUBLIC ELEMENTARY, SECONDARY, AND SENIOR HIGH
SCHOOL HEADS
OFFICERS-IN-CHARGE
ALL OTHERS CONCERNED

FROM : 
DORIS D.J. ESTALILLA
Officer-In-Charge
Schools Division Superintendent

SUBJECT : GUIDELINES FOR THE CREATION OF OFFICIAL FACEBOOK
ACCOUNT, GROUP CHATS OR CLOSED GROUPS

DATE : June 5, 2018

With our aim to be in line with the International Organization for Standardization (ISO), all existing group chats, closed groups, or accounts representing the City Schools Division of Cabuyao must first be deleted to pave way for the creation of the official account and sub-accounts or groups for the Office.

An Official "DepEd Cabuyao" (People) Account was already created by our Information Technology Officer (ITO). All other accounts previously created bearing the name of DepEd Cabuyao shall be deleted to avoid confusion.

For your guidance, you just have to search "DepEd Cabuyao" on the search box and upon showing of search results, select "People" on the upper left portion of the screen. The official DepEd Cabuyao account has our Division Logo as Profile Picture.

Said account was created to inform the public of the activities of the Division Office. No one is allowed to post comments or photos except the administrator.

Office related concerns, announcements, or communications may be coursed through the private group chats or closed groups, to be created upon the request of the Section Heads, Division Heads, or Chiefs.

All Section Heads, Division Heads, and Chiefs who wish to create their own group chat or closed group must submit a request, as approved by the Schools Division Superintendent, to our Information Technology Officer, Mr. Chem Jayder M. Cabungcal. Such request must contain the following:

1. Group Name:
2. Requesting Party and Position:
3. Purpose of the Group/Account:
4. Members to be added:

To reiterate the Memorandum previously issued, the Top Management consisting of the Schools Division Superintendent, Assistant Schools Division Superintendent, SGOD Chief and CID Chief must be added in all groups to be created and must be made administrators thereof. The Schools Division Superintendent, Assistant Schools Division Superintendent, SGOD Chief and CID Chief shall each have a designated clerk to be included as co-administrator of the group. Said designated clerks shall be the one responsible to assist the Top Management in its role as administrators of said groups.

For example, Dr. Doris DJ. Estalilla designates Ms. Aubrey Anne Alcazar Tablan as co-administrator. Therefore, all group chats or closed groups wherein the SDS is included shall also include Ms. Aubrey as co-administrator.

The Top Management is hereby requested to designate their respective clerks and to inform the ITO of such designation.

Again, all existing accounts, group chats, or closed groups are considered unofficial and shall be deleted.

For your information and immediate compliance.

UM No. 205, s. 2018