



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

SUBJECT : CREATION OF FACEBOOK ACCOUNTS, GROUP CHATS, OR
CLOSED GROUPS FOR THE OFFICIAL USE OF THE CITY SCHOOLS
DIVISION OF CABUYAO

DATE : June 5, 2018

Due to several accounts or groups created which caused confusion among school personnel and SDO personnel, this Office would like to remind everyone to be mindful of unofficial accounts misrepresenting itself as the official account of the City Schools Division of Cabuyao.

It is provided that for convenience and for the efficient and fast delivery of services, group chats or closed group accounts may be created. Accounts which carry the name of DepEd Cabuyao, SDO Cabuyao, or any name which represents the City Schools Division of Cabuyao may be used, provided that it is created by Section Heads, Division Heads, or Chiefs as administrator. To be considered official, the Schools Division Superintendent, Assistant Schools Division Superintendent and Chiefs must be included in said groups or accounts. This is to avoid any confusion as to the delivery of official communication within the Office.

Relative thereto, a separate Memorandum will be issued to provide guidelines for the creation of your official group accounts or group chats.

Accounts for personal use, not connected or related to this Office, which does not bear the name of the City Schools Division of Cabuyao, and/or does not represent itself as the latter, may be created and inclusion of the aforementioned officials is not necessary.

Any unofficial group or account created misrepresenting the City Schools Division of Cabuyao must be reported immediately so that proper actions may be taken. Further, persons responsible for the creation of unofficial accounts or groups, shall be personally liable for any confusion which may arise therefrom. It is reiterated that posting, sending, or distributing unofficial communication or Memorandum is strictly prohibited.

For your information and immediate dissemination.