



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 065, s. 2024

MAR 05 2024

**SUBMISSION OF A COMPREHENSIVE REPORT ON SOCIAL MEDIA ACCOUNTS,
WEBSITES, AND INFORMATION SYSTEMS**

To: Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is Memorandum OUA-OUT-022724-13-1 from the Office of the Undersecretary for Administration, signed by Undersecretary Nolasco A. Mempin, on the **Submission of a Comprehensive Report on Social Media Accounts, Websites, and Information Systems**, dated February 27, 2024.
2. This Office mandates all schools and SDO personnel who are administrators of Facebook pages and other social media accounts of all DepEd offices to follow the directives stated in the Memorandum.
3. Reports are to be submitted through MS forms accessible at **bit.ly/CROSMAWIS** on or before March 08, 2024.
4. For further details, please contact Jewelyn Q. Cadigal, EPS II – Social Mobilization and Networking/Division Information Officer at 09162664460.
5. Wide and immediate dissemination of and compliance with this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

MEMORANDUM

OUA-OUT-022724-13-1

27 February 2024

FOR : **UNDERSECRETARIES
 ASSISTANT SECRETARIES
 BUREAU AND SERVICE DIRECTORS
 REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS
 PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
 ALL OTHERS CONCERNED**

FROM : **NOLASCO A. MEMPIN**
 Undersecretary

SUBJECT : **SUBMISSION OF A COMPREHENSIVE REPORT ON SOCIAL
 MEDIA ACCOUNTS, WEBSITES, AND INFORMATION
 SYTEMS**

In view of the recent incidents involving compromised Facebook Pages of schools and DepEd offices, the Office of the Undersecretary for Administration is issuing the following directives:

1. All administrators of Facebook Pages and other social media accounts of all DepEd offices in all governance levels must immediately secure their social media and email accounts and implement multi-factor authentication; and
2. All schools and DepEd offices in all governance levels are mandated to submit reports on the following:
 - a. A comprehensive list of all social media accounts (school/office/unit/programs/projects), the assigned administrators, and the email addresses and/or phone numbers used to administer these accounts.
 - b. A comprehensive list of all websites and information systems, the assigned administrators, and contact details of administrators. The list should cover websites and information systems across all environments:
 - i. Development – Used by developers to write, update, and debug code for websites and information systems.

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- ii. Test – Used by developers to evaluate websites and information systems to ensure functionality, compatibility, and reliability.
- iii. Staging – Used by developers to test websites and information systems before deployment to production. This environment mirrors the production environment; and
- iv. Production – The live or operational environment where websites and information systems are deployed and accessed by end-users for regular use.

Reports are to be submitted through MS forms accessible at bit.ly/CROSMAWIS on or before **March 08, 2024**.

For questions and clarifications, you may email cybersecurity@deped.gov.ph.

For information and immediate compliance.