



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 0212, s. 2024

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

To: Assistant Schools Division Superintendents
Chief Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/ DICs
Secondary School Heads
All Others Concerned

For the information and guidance of all concerned, attached is DepEd Memorandum OUA-OUT-022724-13-1, about the Submission of Comprehensive Report on Social Media Accounts, Websites, and Information Systems.

In line with this, all administrators of Facebook pages and other social media accounts of DepEd Offices in all governance levels must immediately secure their social media and email accounts and implement multi-factor authentication.

Furthermore, all schools and Schools Division Offices of this region mandated to submit report on the following through MS Forms accessible at bit.ly/CROSMAWIS on or before **March 8, 2024**:

- 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.

For further details, please refer to the attached Memorandum.

Immediate dissemination of and compliance with this Memorandum is enjoined.


NERI C. OJASTRO EdD, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM

No. **188** s. 2024

06 MAR 2024

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

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. For the information and guidance of all concerned, attached is DepEd Memorandum (OUA-OUT-022724-I3-1), about the Submission of Comprehensive Report on Social Media Accounts, Websites, and Information Systems.
2. In line with this, all administrators of Facebook pages and other social media accounts of DepEd Offices in all governance levels must immediately secure their social media and email accounts and implement multi-factor authentication.
3. Furthermore, all schools and Schools Division Offices of this region mandated to submit reports on the following through MS Forms accessible at bit.ly/CROSMAWIS on or before **March 8, 2024**:
 - 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.
 - 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.



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DepEd Tayo Region VII

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4. For further details, please refer to the attached Memorandum.
5. Immediate dissemination of and compliance with this Memorandum is enjoined.



SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director IV
Regional Director

STJ/PJA/RTU/DFM



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

MEMORANDUM

QUA-OUT-022724-12-1

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 SYSTEMS**

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/and/or 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.