



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OFFICE OF TACURONG CITY

March 19, 2020

DIVISION MEMORANDUM

No. 30, s. 2020

**ADOPTION and UTILIZATION OF WORKPLACE
AS THE OFFICIAL COMMUNICATION PLATFORM**

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Section Heads
Cluster Heads
Elementary and Secondary School Heads
All concerned Personnel
This Division

1. The Department of Education-Central Office and Information and Communications Technology Office (ICTS) started piloting the **Workplace** application by Facebook as a communication platform of the Department. Seeing its success in Admin Strand, and non-teaching personnel in Regional and Division Offices, **Workplace may now be adopted as an official communication platform of the Department** as per Unnumbered Memorandum under UOA dated September 9, 2019.
2. **Starting March 23, 2020, all communications such as Announcements, Memoranda, Advisories, and the like shall be disseminated in Workplace and Official Website (depedtacurong.org), Email Blast (Official School Email) only.** We will also provide **Mailing List (per subscription)** for those who want to subscribe to emails and **SMS Text Blast** for notifications of incoming communications.
3. No such communications will be posted or disseminated on any program holder's private Facebook account, individually or in group chats. The Division ITO shall police these group chats for compliance.



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4. Whereas, all personnel (teaching and non-teaching) of the division shall sign-up in Workplace using their DepEd Email and join these groups:
 - **R12-TRR**- this is the SDO of Tacurong City wide group, all personnel should be a member of this group
 - **R12-TRR-School Heads** – the exclusive group of school heads, together with program holders
5. Proper social media etiquette shall be followed under Five Basic Rules and Guidelines
 - **Be Professional** – Improper and crude language will not be tolerated in DepEd Workplace
 - **Be Precise** – Workplace contains many surveys and compliance tools to help to gather information from the field, and as such, accuracy is key. Comment and post in complete sentences and refrain from using “text speak”.
 - **Be Responsible** – Always secure your account, including your login details and password and the same applies to sharing privileged information on Workplace.
Sharing of Information from DepEd Workplace to other platforms is prohibited.
 - **Be Updated** – Be sure to check your Workplace to get the latest updates and information.
 - **Be Active** – Feel free to share your thoughts, best practices, and questions in the appropriate groups. Your inputs matter! Watch your language though.
6. Creation of groups is allowed upon request subject to Guidelines on the Use of Workplace for DepEd (See **Annex 1**), compliant to existing rules and regulations imposed by Data Privacy Law. It is mandatory that the ITO or concerned personnel become one of the administrators of the created group, either be a division, cluster, and or school level group.
7. Strict compliance to this Memorandum is directed.

MIGUEL P. FILLALAN Jr., CESO VI
OIC-Schools Division Superintendent



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