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DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF SORSOGON

Capitol Compound, Sorsogon City, Philippines 4700



June 14, 2019

DIVISION MEMORANDUM

No. 103, s. 2019

DIVISION-WIDE IMPLEMENTATION OF FACEBOOK WORKPLACE AND PROVISION OF MICROSOFT OFFICE 365 ACCOUNTS TO ALL DEPED EMPLOYEES

TO: **Assistant Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Public Schools District Supervisors/OIC-PSDS
Senior Education Program Specialists
Education Program Specialists
Schools Division Office Personnel
All Others Concerned**

1. Pursuant to DepEd Memorandum (OUA Memo 14-0319-0124) entitled "Validation and Provision of Microsoft Office 365 Accounts for Regional and Schools Division Office Employees" and based on the recently conducted DepEd Synchronized Instructions, Procedures and Guidelines (SIPAG) 2019 Workplace setup, this Office will conduct a division wide registration of DepEd Personnel in Facebook Workplace.
2. Facebook Workplace is adapted by the Department of Education for collaboration of its employees. It uses the same technologies and features as the standard Facebook Consumer version, making it easier for the users to connect with different employees of DepEd Sorsogon Province.
3. In this regard, all permanent employees (teaching and non-teaching personnel) are required to download Facebook Workplace and register using the DepEd Email Account. Alternatively, Facebook Workplace can also be accessed through this link: <https://www.facebook.com/workplace>. Personnel with inactive or No DepEd Email accounts can request through this link: <http://depedsorsogon.com.ph/depedemail>.
4. The Office of the Undersecretary for Administration has created and designed a specific format in registering Facebook Workplace. Facebook Workplace Account must follow the specific format. Attached in this memorandum is the format for the account in Facebook Workplace.
5. **OUA + RBICOL + SORSOGON** is the official Facebook Workplace of SDO Sorsogon Province. No one is allowed to create another Facebook Workplace Group except for the official WP Group of the Division. After registration, all teaching and non-teaching personnel are directed to join the **OUA + RBICOL + SORSOGON** Workplace Group.
6. For validation and provision of Office 365 accounts, the District and Cluster ICT Coordinators are directed to submit the output ^{as agreed upon} during the District and Cluster Validation last May 2019.
7. Immediate and wide dissemination of this Memorandum is desired.

LOIDA N. NIDEA, Ed. D., CESO V
Schools Division Superintendent

FACEBOOK WORKPLACE

Account Name



JUAN DELA CRUZ

No ALL Capital Letters



juan t. dela cruz

No ALL Small Letters



Juan T. Dela Cruz
Johnny Mercado

First name, last name, middle initial (optional)
*Popular Nickname is okay

FACEBOOK WORKPLACE

Profile Picture



Icons



With animals



With other people



Whole body



Initials

FACEBOOK WORKPLACE

Profile Picture



Recent Solo picture
Visible face
Upper body