



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

March 28, 2025

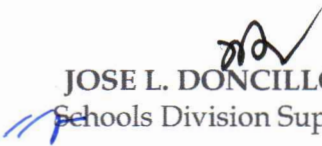
DIVISION MEMORANDUM

No. 93 s. 2025

**FACEBOOK MESSENGER COMMUNITY FOR SCHOOL HEADS AND
SCHOOL LEADERS IN DEPED SDO SORSOGON PROVINCE**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors and Division Coordinators
Public Schools District Supervisors and OIC-PSDs
Public Elementary School Heads
Public Secondary School Heads
All others concerned

1. To streamline the flow of accurate information in various matters concerning the school heads, public schools district supervisors and selected Division Office personnel, this Office hereby implements these guidelines for the management of a Facebook Messenger Community that will serve as one of the official communication channels of the Schools Division Office (SDO) of Sorsogon Province.
2. The Facebook Messenger Community (FMC) will serve as a platform for important work-related concerns to be disseminated and addressed accordingly.
3. The FMGC will be maintained and managed by the Division Information Officer. The Top Management are automatically added with Admin accounts. A full list of SDO personnel who will be tagged as admins in the FMC is part of the attached guidelines.
4. The guidelines include a mechanism for creating requests for joining the FMC, as well as requests for the removal of inaccessible or compromised accounts within the group chat. All members of the FMC are expected to limit the engagements within work-related contexts.
5. Any account posting malicious, partisan, or spam messages in the FMC will be removed automatically by any of the admins. Appropriate disciplinary action may also be taken, if necessary.
6. Immediate & widest dissemination and compliance of this Memorandum are directed.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent





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Enclosure to Division Memorandum No. ____, s. 2025

**GUIDELINES IN THE MANAGEMENT OF THE FACEBOOK
MESSENGER COMMUNITY (FMC) FOR SCHOOL HEADS AND
SCHOOL LEADERS IN SDO SORSOGON PROVINCE**

I. RATIONALE

The Governance of Basic Education Act of 2001 (R.A. 9155) declares that the school shall be the heart of the educational system. Likewise, the act empowers the school heads in managing and/or crafting programs, projects, and activities geared toward the improvement of the quality basic education.

In view of this, there is a growing need for maximizing the platforms available for better coordination between the Division and Schools, using appropriate technologies and methodologies. Currently, various messenger group chats are being managed separately by various offices in the Division. However, these group chats have limitations of 250 members and can easily be maxed out with the size of the Division. Meta, the parent company of Facebook, recently added the 'Community Chat' feature that can accommodate larger groups of accounts. The messenger community can host multiple group chats for specific topics. However, larger groups usually come with a larger need for management to moderate conversations.

Consequently, these guidelines will set various mechanisms for setting-up, managing, and maintaining a Facebook Messenger Community (FMC) of Schools Division Office (SDO) of Sorsogon Top Management, selected SDO personnel, Public Schools District Supervisors (PSDS), Officer-In-Charge (OIC) PSDS's, School heads, and other school leaders.

II. SCOPE

The Facebook Messenger Community (GMC) that is covered by these guidelines shall be the messenger community created and maintained by the Division Information Officer (DIO). The FMC is exclusive for the Schools Division Office (SDO) of Sorsogon Top Management, selected SDO personnel, Public Schools District Supervisors (PSDS), Officer-In-Charge (OIC) PSDS's, and heads of public elementary and secondary schools in the Division. Other personnel or groups within the Division Office or from the field may also be added, if deemed necessary by the SDO Top Management.

III. DECLARATION OF NON-ADVERTISMENT OF PRODUCT APP

The implementation of these guidelines for the use of Facebook Messenger community feature is not an endorsement of DepEd Sorsogon to use the free messaging app.





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The choice of using the messaging app is based on its widespread use, familiarity of features, and the existence of many work-related group chats already using the app.

IV. LIST OF ADMIN ACCOUNTS

To facilitate the accurate flow of information, the following will be automatically added as admin accounts in the community group chat:

- Schools Division Superintendent
- Assistant Schools Division Superintendent
- Chief Education Supervisor, Curriculum Implementation Division
- Chief Education Supervisor, School Governance and Operations Division
- Division Information Officer
- Administrative Officer V – Admin Services
- Administrative Officer V – Budget Section
- Administrative Officer IV – Personnel Section
- Administrative Officer IV – Records Section
- Administrative Officer IV – Supply Section
- Administrative Officer IV – Cash Section
- Information Technology Officer I – ICT Unit
- Attorney III – Legal Unit
- Accountant III – Accounting Section
- Gender and Development (GAD) Focal Person
- Education Program Supervisor, SGOD
- Division Sports Officer
- SEPS and/or EPS for Social Mobilization and Networking
- SEPS and/or EPS for Human Resource Training and Development
- SEPS and/or EPS for School Management, Monitoring, and Evaluation
- Engineer III – Education Facilities Section
- Medical Officer III – School Health and Nutrition Section
- Project Development Officer/s for Youth Formation & Development

Personnel listed as admin account holders for the FMC can also choose their alternates who can also facilitate information dissemination and management from their respective offices or programs.

The list of admins can still change as the need arises. Depending on future scenarios, the Top Management may approve additional or remove certain personnel as admins in the community.

Admins can:

- ✓ Create new chats for their own programs/ office
- ✓ Add/ remove members
- ✓ Moderate conversations





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V. REQUEST FOR JOINING

To facilitate the addition of school heads and school leaders in the community group chat, an online form should be accomplished through this link or by scanning the QR Code:



https://bit.ly/FMGC_join

The online form can **only be accessed using a DepEd Email** account. This is to ensure that no spam or fake accounts will be able to join the community chat. Likewise, the online form will establish accountability for each account added.

Once the link is accessed using a DepEd Email account, the user will be asked to fill in the following details:

- ✓ Full name
- ✓ Station/ School
- ✓ Municipality of the Station/ School
- ✓ Account name on Facebook Messenger
- ✓ Contact Number

Upon typing the details, the user will be led to a page showing the link to the FGC. The Division Information Officer will receive the request in the FGC and cross-check the account name with the details entered in the online form. Once the identity of the account is confirmed, it will be approved to join the chat. Approval may take 1-3 business days.

VI. ACCESSING THE COMMUNITY CHATS

The community feature of Facebook Messenger is a relatively new service offered by the messaging app. Once added to the Facebook Messenger Community (FMC) of SDO Sorsogon School Heads and School Leaders, a member can access the community by tapping the “Menu” button on the home screen of the Messenger App and scrolling down the menu until one sees the ‘Communities’ category.

The “SDO Sorsogon School Heads and School Leaders 2025” community will be included in the list and can be accessed instantly. Upon tapping the community, the member will see the list of group chats within the community. For the FMC of School heads and school leaders, the main group chat will be on top of the list. The main group chat, “SDO Sorsogon School Heads and School Leaders” will serve as the overall platform for





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general updates and concerns involving all of the schools in the field. Other group chats are also available for schools based on their offering and their congressional district.

For elementary schools, school heads and leaders may join either “*Elem – 1st Cong District*” or “*Elem – 2nd Cong District*” based on their location. Secondary schools on the other hand, have only 1 group chat since they are significantly less than the number of elementary schools in the Division. Integrated Schools may join 1 group chat for elementary and another group chat for secondary, since they offer both levels.

Admins can also set up additional group chats for specific topics or programs. Depending on the nature of the additional group chats, members of the community may choose which additional groups to join.

VII. REQUEST FOR ACCOUNT REMOVAL

For cases where member accounts in the Facebook Messenger Community become inaccessible or compromised, the concerned personnel or school head must initiate a process for the removal of the Facebook Messenger account in the community. This step is a crucial process to maintain the integrity of the conversations, as well as prevent any unwanted leakage of information.

Using a **DepEd Email Account**, the member or his/ her colleague can use the link below to request the removal of a compromised or inaccessible account:



https://bit.ly/FMC_remove

VIII. GROUNDS FOR AUTOMATIC REMOVAL

Conversations in a Facebook Messenger Community must adhere to the existing community guidelines of Facebook. Any account that does not adhere to these guidelines can be automatically removed by Facebook, even without the intervention from any of the admins.

Additionally, Admins of the FMC for School Heads and School Leaders of SDO Sorsogon Province can automatically remove any account who are initiating or engaging in conversations beyond the expected work-related topics of the community. Conversation topics of members that can be a ground for removal by the Admins are inappropriate chats such as, but not limited to:

- Malicious topics





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- Partisan views
- Promotion of gambling
- Cryptocurrency
- Spam messages
- Unrelated conversations to work in DepEd

Furthermore, additional disciplinary action may be imposed on employees if deemed necessary by the Top Management.

IX. EFFECTIVITY/ TRANSITORY PROVISION

Existing messenger group chats managed by specific sections or program owners of DepEd Schools Division of Sorsogon Province may implement their own strategies to migrate their conversations to the community chat, if they wish to. SDO Sorsogon sections or program owners with existing group chats with school heads can also choose to retain their established GCs.

Effectivity of these guidelines shall start immediately after its issuance as a Division Memorandum.

X. REFERENCES

- DepEd Order No. 1, s. 2003, *Promulgating the Implementing Rules and Regulations (IRR) of Republic Act No. 9155 Otherwise Known as the Governance of Basic Education Act of 2001*
- Facebook Messenger Help Center, retrieved from <https://www.facebook.com/help/messenger-app/464461661975166>

