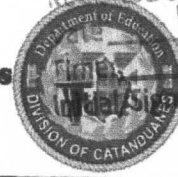


Republic of the Philippines
Department of Education
Region V (Bicol)
SCHOOLS DIVISION OFFICE OF CATANDUANES
Virac, Catanduanes


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RELEASED
DepEd, Division Office of Catanduanes
RECORDS SECTION
FEB 18 2019
8:45 AM
Signature:

DIVISION MEMORANDUM
No. 53 s. 2019

TO: Asst. Schools Division Superintendent
CID & SGOD Chiefs
SDO Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
School ICT Coordinators
Teachers and Non-Teaching Personnel

FROM: 
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

SUBJECT: Invitation to Create an Account to Workplace by Facebook and Work chat by Facebook Using DepEd Email Account

DATE: February 18, 2019

As per information and advised from the Central Office headed by USEC Alain Pascua – Undersecretary for Administration, all permanent DepEd Employees must create an account to **Workplace by Facebook and Work chat by Facebook**. This will be used to disseminate information to collaborate, share ideas and work together as one organization.

In connection to this, you are hereby advised to download the Workplace by Facebook and Work chat by Facebook applications on your mobile phones or type to URL: <https://work.facebook.com> and create an account using your **DepEd Email Account** and follow the correct procedures, to wit:

1. Your name must be encoded following the format: **Juan T. Dela Cruz** (please take note not in Uppercase and it must be your real name)
2. Upload a latest professional look pictures (if u don't have prof look pictures its ok if you will use your ID picture)

Further, designated ICT Coordinators are advised to assist their school heads and co-teachers in creating said account, while SDO personnel are advised to look for **Jennifer B. Metica-ITO-I** for the technical assistance.

Should you have any inquiry or concerns, you may contact CP#09208779674/
jennifer.metica@deped.gov.ph

For information, guidance and compliance.