



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
 Tanggapan ng Pangalawang Kalihim

**MEMORANDUM**  
 9 September 2019

**For: Regional Directors  
 Schools Division Superintendents  
 School Heads**

**Subject: ADOPTION AND UTILIZATION OF WORKPLACE AS  
 OFFICIAL COMMUNICATION PLATFORM**

From January to August 2019, the Office of the Undersecretary of Administration (OUA) and the Information and Communications Technology Service (ICTS) started piloting the Workplace application developed by Facebook as a communication platform of the Department.

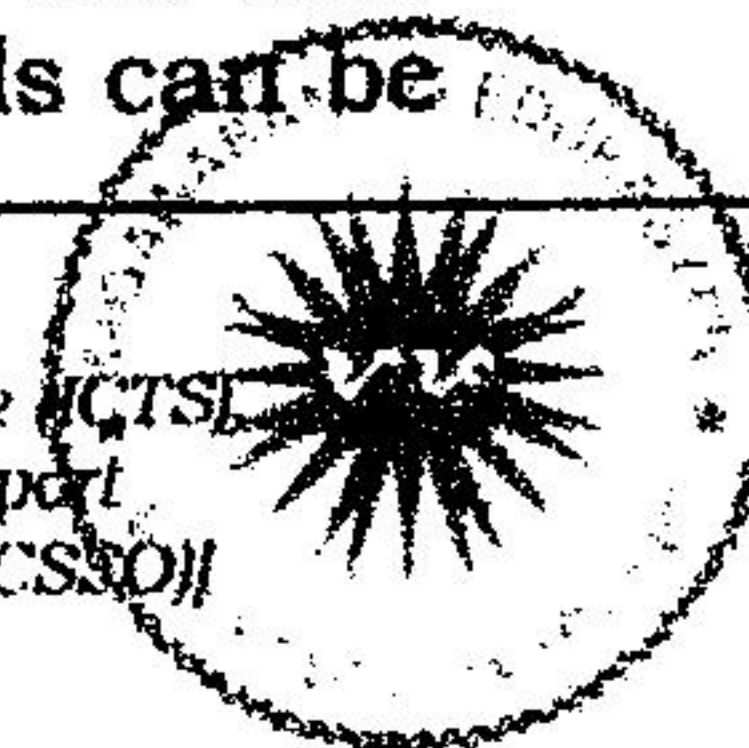
The pilot phase originally covered only the Administration Strand, and non-teaching personnel of the Regional and the Division Offices, however, other strands, districts and schools have shown their eagerness to use this platform and have joined Workplace on their own initiative. To date, 170,970 DepEd officials and personnel have already registered and 6,289 groups have been created.

**Given the success of the pilot phase, Workplace may now be adopted as official communication platform of the Department.** As such, all permanent employees shall be given a Workplace account while consultants and personnel under Contract of Service (CoS) may be assigned their respective accounts upon the request of their immediate heads of unit and subject to the discretion and approval of the system administrators. A Workplace account will also be created for each Regional Office, Schools Division Office, and School to ensure that there is a permanent account where communications can be sent even if the heads of these offices are transferred.

Workplace has a facility which allows any registered user to create Workplace Groups where members can collaborate, post announcements, and share documents. To maximize the benefits of this feature, Groups shall be created for the Central, Regional and Division Offices. A Group shall also be created for each School which will be used to post pictures of events such as graduation ceremonies, delivery of equipment, disasters, and others. This will allow the Department to have a historical documentation of events that have occurred in each school that can be referred to anytime that it is needed. Organizers of Training Programs are also encouraged to create their own Workplace Group where training materials can be



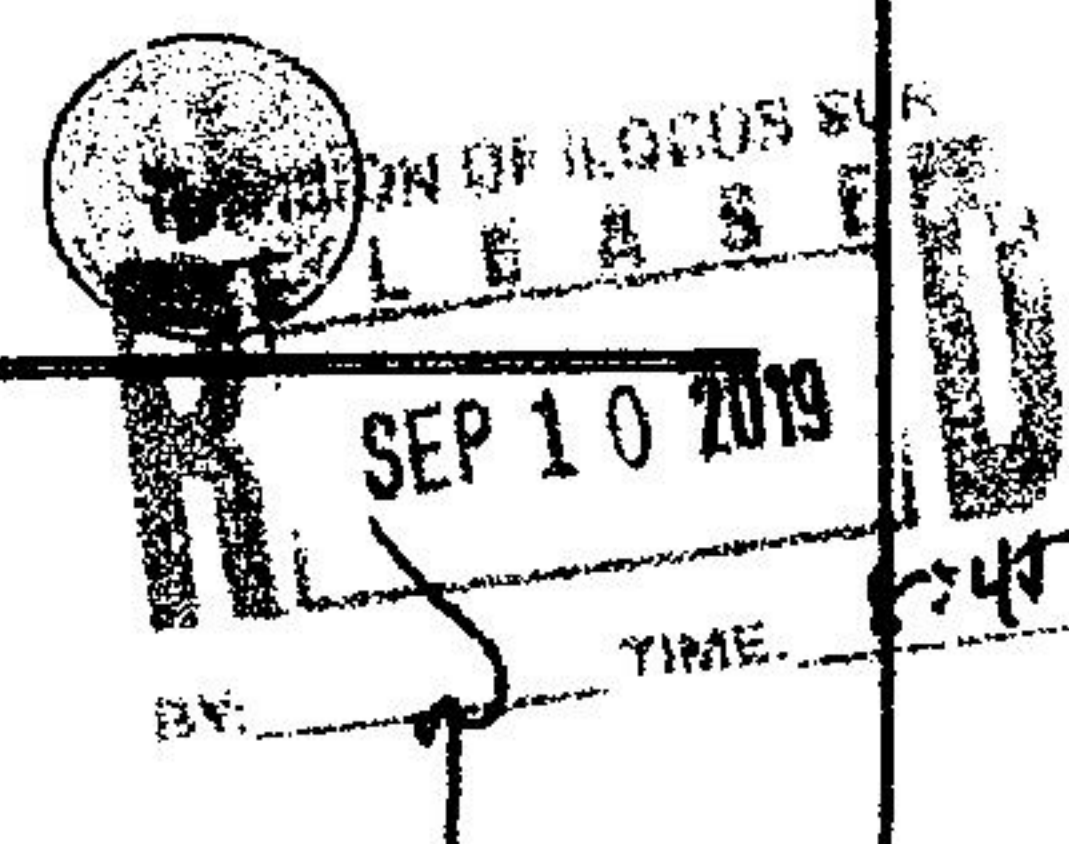
**Office of the Undersecretary for Administration (OUA)**  
 (Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (BLSS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO))  
 Department of Education, Central Office, Meralco Avenue, Pasig City  
 Rm 519, Mabini Bldg, Mobile: +639260320762; Tel: +6326337203, +6326376207  
 Email: usec.admin@deped.gov.ph; Facebook/Twitter @depeditayo



Republic of the Philippines  
 Department of Education  
 Region I  
**SCHOOLS DIVISION OF ILOCOS SUR**  
 Bantay, Ilocos Sur

**To: Public Elementary and Secondary School Heads**  
**For information and guidance.**

**GENMA Q. TACUYCUY, CESO V**  
**Schools Division Superintendent**





uploaded and easily accessed by participants for future reference.

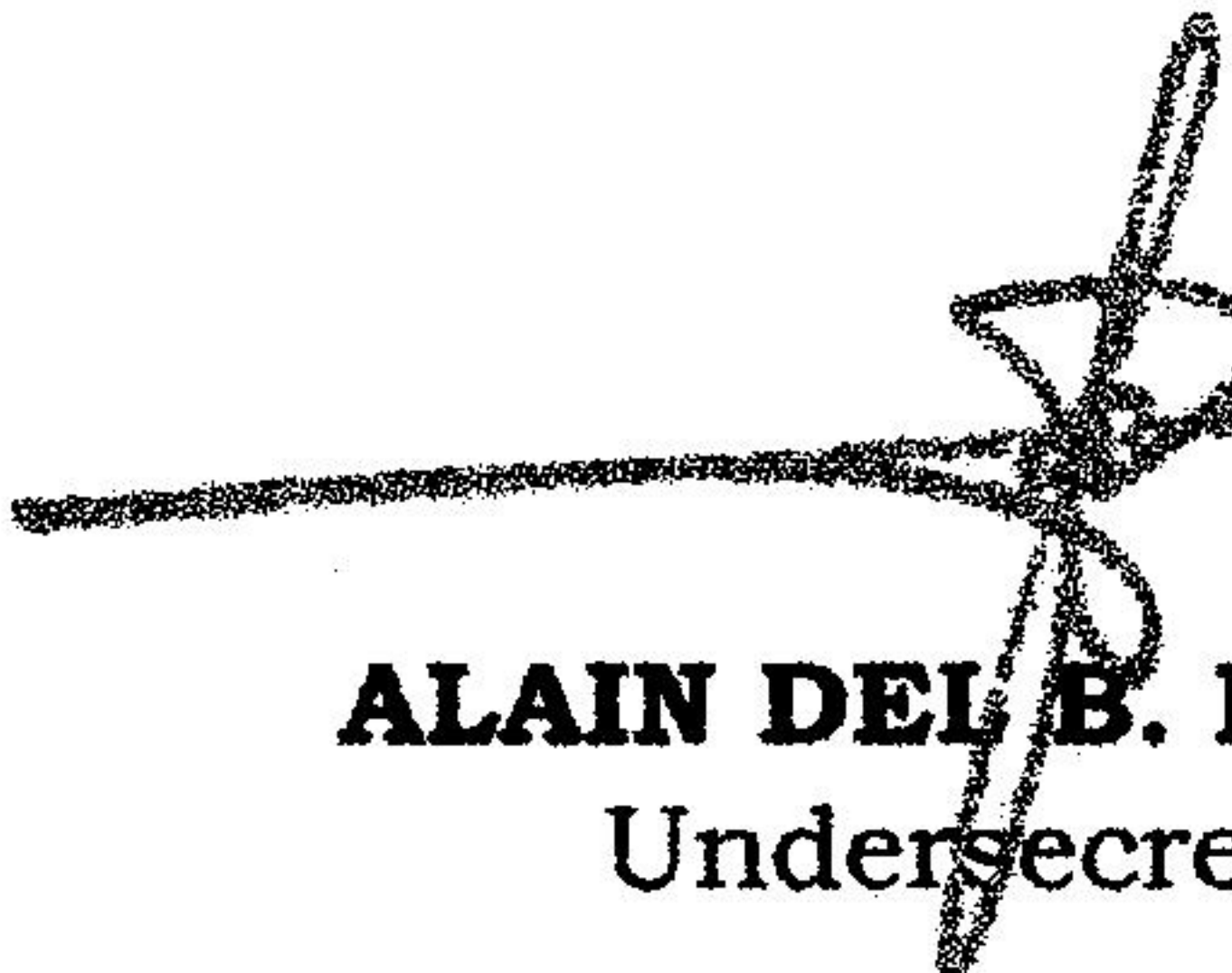
Regional Directors, Schools Division Superintendents, Division Chiefs and School Heads are enjoined to start using Workplace as the official communication platform, and avoid the use of Facebook Messenger, Viber, WhatsApp, and other platforms.

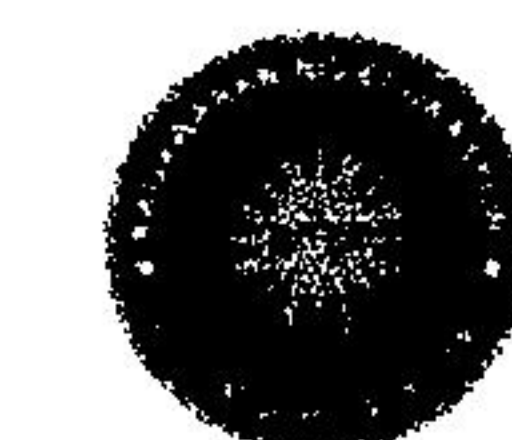
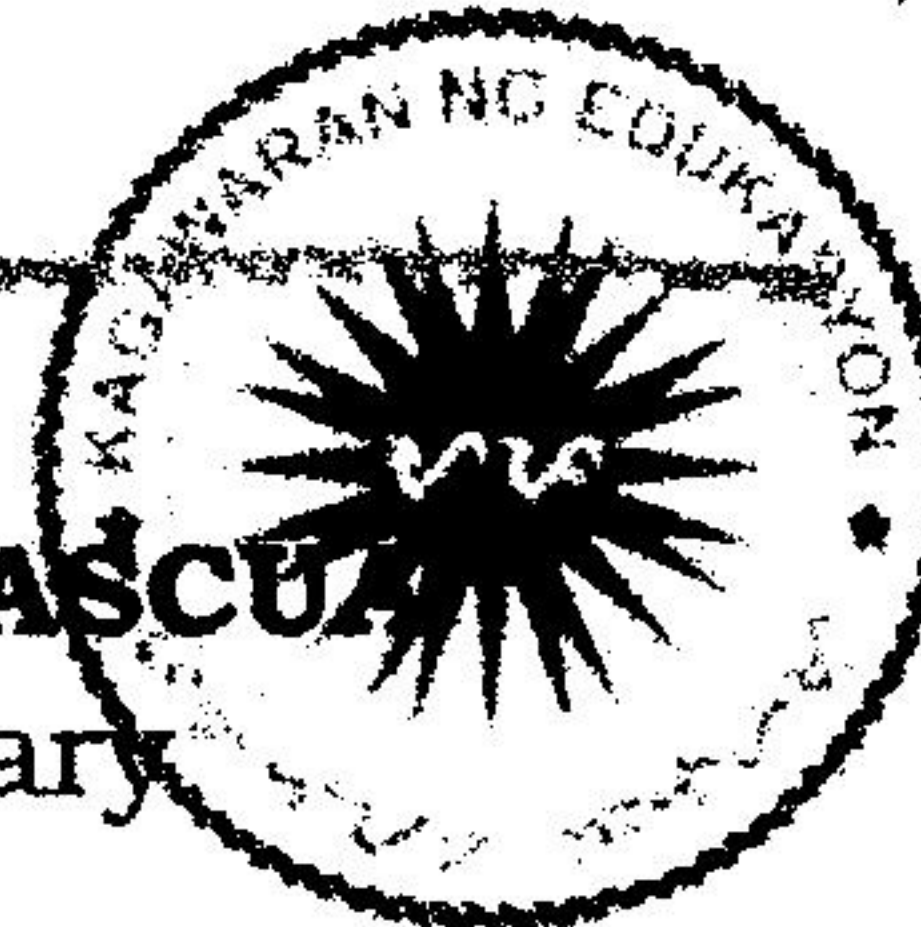
The DepEd Workplace account is a government service obtained for the interest of public service. As such, the acceptable use of these accounts shall follow the Guidelines on the Use of the DepEd Email Service issued in DepEd Memorandum No. 227, s. 2012. The Office of the Undersecretary for Administration (OUA) assures the privacy of any and all information provided by the users and will not be used in any other purpose outside the scope of the Department of Education (DepEd).

Please find attached a copy of the guidelines on the use of Workplace for DepEd.

Please send any questions or queries to: <http://bit.ly/DepEdWPHelpDesk>

For information/compliance.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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# **GUIDELINES ON THE USE OF WORKPLACE FOR DEPED**

## **I. ROLES AND RESPONSIBILITIES OF KEY OFFICES**

The following shall be the roles and responsibilities of the key offices and personnel that will be involved in implementing the adoption of Workplace:

### ICTS and OUA – Workplace Moderator

- Act as the System Administrator
- Ensure that all Central Office Personnel are registered in Workplace
- Create the accounts for Regional Offices, Schools Division Offices and Schools
- Create Workplace Groups for Schools
- Maintain the Helpdesk
- Conduct training programs to facilitate the adoption of Workplace.
- Warn and delete all groups and accounts not following guidelines and conventions as reported by Regional and Division Information Technology Officers (RITOs and DITOs)

### Regional IT Officers

- Ensure that all Regional Office Personnel are registered in Workplace
- Create the Workplace groups for the Regional Offices
- Conduct training programs to facilitate the adoption of Workplace.

### Division IT Officers

- Ensure that all Division Office personnel are registered in Workplace
- Create the Workplace groups for the Division Offices
- Conduct training programs to facilitate the adoption of Workplace
- Provide technical assistance to schools
- Identify and list all groups and accounts not following guidelines and conventions, and submit the same to the Helpdesk for deletion

### School Heads

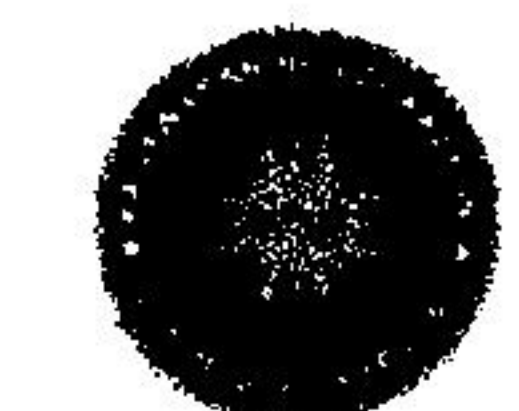
- Ensure that all School personnel are registered in Workplace
- Ensure that all events are documented and posted in the Workplace Group of the School

### School ICT Coordinators

- Assist the School Head in registering all School personnel in Workplace
- Assist in managing the Workplace Group of the School
- Conduct LAC sessions to facilitate the adoption of Workplace
- 

## **II. USER ACCOUNT GUIDELINES**

- Account Users must use their Deped Email as their log-in



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## Workplace

- Account names must follow the standard format below;
  - Full name must be used including popular nickname, middle initial (optional) and suffix
  - Name must be properly capitalized, no all capital letters, no all small letters
  - Example 'Juan "Jan" K. Dela Cruz Jr.'
- Profile picture must be the most recent photo of the user (not more than 3 months ago)
  - Profile picture must be from the chest up to the bottom of the head
  - Icon as profile picture is not allowed
  - User with animal and company of other people is not allowed
  - Whole body picture is not allowed
  - Initials as profile picture is not allowed
  - Must not be wearing shades, cap/hat nor any type of headgear

### III. FIVE BASIC RULES AND GUIDELINES

- **Be Professional** - Improper and Crude language will not be tolerated in DepEd Workplace. Give respect even if there is disagreement. Non-DepEd concerns and Explicit/Offensive Materials are prohibited.
- **Be Precise** - Workplace contains many surveys and compliance tools to help 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.

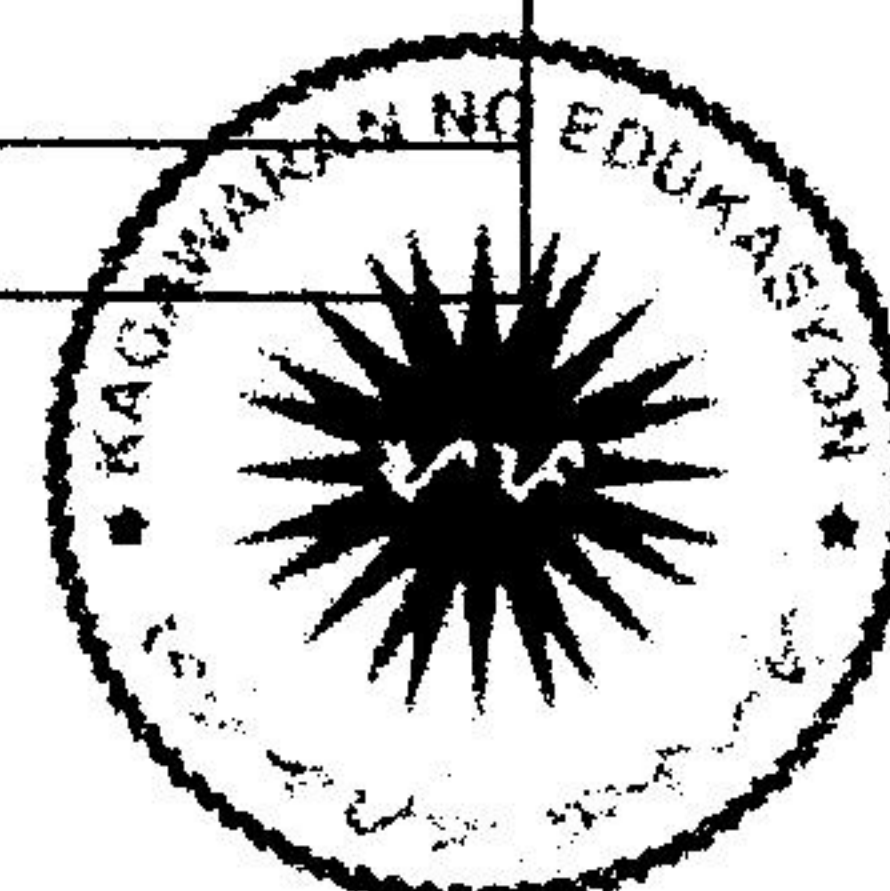
### IV. GROUP NAMING CONVENTION

The following naming conventions shall be used to organize the creation of groups:

Central Office	<Bureau/Service Acronym> - <Group Name> Ex. ICTS – All ITOs
Regions	<Region Acronym> - <Group Name>



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	Ex. R01 – Mancom
Divisions	<Region Acronym> - <Division Acronym> - <Group Name> Ex. R01 – ILN – Mancom
Trainings	<Title> - <Date/s>

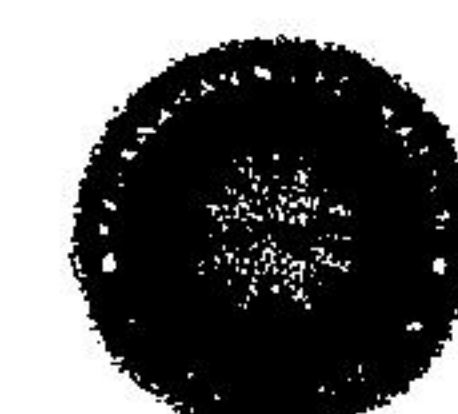
For Schools Groups, below are the examples of group names to be used:

<b>ALL</b>			
SCHOOL ID	Region	Division	SCHOOL WORKPLACE GROUP NAME TO BE USED
101166	R01	Alaminos City	R01ALC101166 - All
101167	R01	Alaminos City	R01ALC101167 - All
<b>ALL TEACHERS IN REGION</b>			
SCHOOL ID	Region	Division	SCHOOL WORKPLACE GROUP NAME TO BE USED
	R01		R01-All Teachers
	R02		R02-All Teachers
<b>ALL TEACHERS IN DIVISION</b>			
SCHOOL ID	Region	Division	SCHOOL WORKPLACE GROUP NAME TO BE USED
	R01	Alaminos City	R01ALC - ALL TEACHERS
	R01	Batac City	R01BTY - ALL TEACHERS
<b>ALL TEACHERS IN SCHOOL</b>			
SCHOOL ID	Region	Division	SCHOOL WORKPLACE GROUP NAME TO BE USED
101166	R01	Alaminos City	R01ALC101166 - All Teachers
101167	R01	Alaminos City	R01ALC101167 - All Teachers
<b>ALL GRADE 1 TEACHERS IN SCHOOL</b>			
SCHOOL ID	Region	Division	SCHOOL WORKPLACE GROUP NAME TO BE USED
101166	R01	Alaminos City	R01ALC101166 - Grade 1 Teachers
101167	R01	Alaminos City	R01ALC101167 - Grade 1 Teachers
<b>ALL GRADE 2 TEACHERS IN SCHOOL</b>			
SCHOOL ID	Region	Division	SCHOOL WORKPLACE GROUP NAME TO BE USED
101166	R01	Alaminos City	R01ALC101166 - Grade 2 Teachers
101167	R01	Alaminos City	R01ALC101167 - Grade 2 Teachers

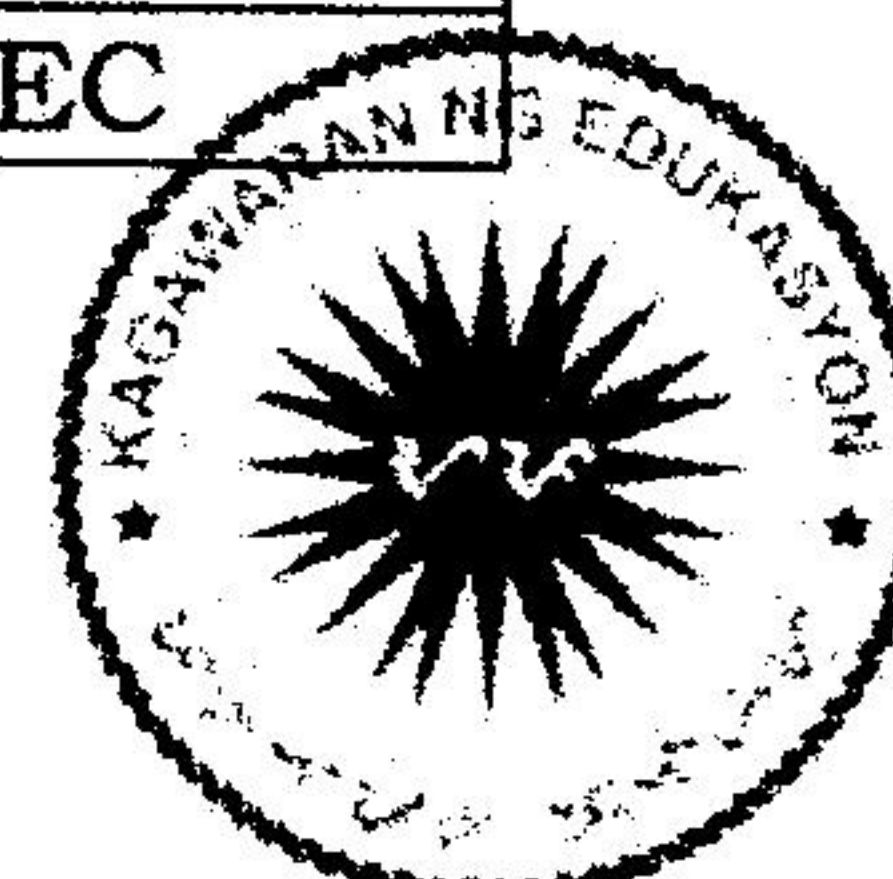
## V. STANDARD ACRONYMS

The following acronyms shall be used to standardize the creation of regional groups and facilitate future searching.

NAME	ACRONYM	NAME	ACRONYM
Region	R	Carcar City	CRC
Region Number	XX*	Cebu City	CEC



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School	SCL	Danao City	DNC
Office	OFC	Lapu-Lapu City	LLC
National	NTL	Mandaue City	MNC
Regional	RGL	Naga City	NAG
Division	DVS	Tagbilaran City	TGB
District	DST	Talisay City	TLY
Region I	R01	Toledo City	TLD
Ilocos Norte	ILN	Negros Oriental	NGS
Ilocos Sur	ILS	Bais City	BSC
La Union	LAU	Bayawan City	BYW
Pangasinan I	PNG	Dumaguete City	DGC
Pangasinan II	PGS	Guihulngan City	GHC
Alaminos City	ALC	Tanjay City	TJC
Batac City	BTY	Region VIII	R08
Candon City	CNC	Biliran	BLN
Dagupan City	DGP	Eastern Samar	ETN
Laoag City	LAO	Leyte	LYT
San Carlos City	SCA	Northern Samar	NTS
San Fernando City	SFC	Samar (Western)	SMW
Urdaneta City	UDC	Southern Leyte	STL
Vigan City	VGC	Baybay City	BYC
Region II	R02	Borongan City	BRC
Batanes	BNS	Calbayog City	CLB
Cagayan	CGY	Catbalogan City	CBG
Isabela	ISB	Maasin City	MSC
Nueva Vizcaya	NVV	Ormoc City	ORM
Quirino	QRN	Tacloban City	TCL
Cauayan City	CYC	Region IX	R09
Iligan City	IGC	Zamboanga del Norte	ZMB
Santiago City	STC	Zamboanga del Sur	ZDS
Tuguegarao City	TGU	Zamboanga Sibugay	ZDY
Region III	R03	Dapitan City	DPC
Aurora	AUR	Dipolog City	DPG
Bataan	BTN	Isabela City	ISC
Bulacan	BUL	Pagadian City	PGD
Nueva Ecija	NVE	Zamboanga City	ZMC
Pampanga	PPG	Region X	R10
Tarlac	TRC	Bukidnon	BKD
Zambales	ZMS	Camiguin	CMG
Angeles City	AGC	Lanao del Norte	LDN
Balanga City	BLC	Misamis Occidental	MOC
Cabanatuan City	CBC	Misamis Oriental	MOR
Gapan City	GPC	Cagayan de Oro City	CDO
Mabalacat City	MBC	El Salvador	ESC
Malolos City	MLC	Gingoog City	GGC

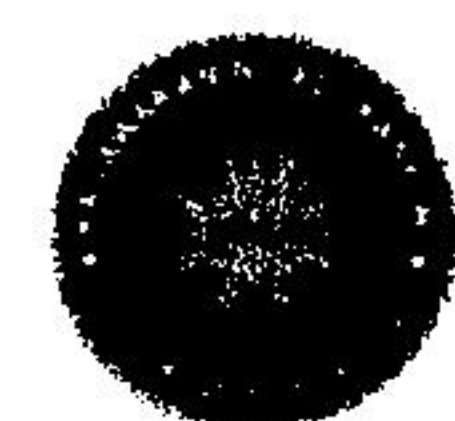


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Meycauayan City	MYC	Iligan City	ILC
Olongapo City	OLC	Malaybalay City	MLB
San Fernando City	SFC	Oroquieta City	ORQ
San Jose City	SJC	Ozamis City	OZC
San Jose del Monte City	SJD	Tangub City	TNG
Munoz Science City	SCM	Valencia City	VLC
Tarlac City	TLC	Region XI	R11
Region IV-A	R4A	Compostela Valley	CPV
Batangas	BTG	Davao del Norte	DDN
Cavite	CVT	Davao del Sur	DDR
Laguna	LGN	Davao Occidental	DVO
Quezon	QZN	Davao Oriental	DVC
Rizal	RZL	Davao City	DAV
Antipolo City	ATC	Digos City	DIG
Bacoor City	BCC	Mati City	MTY
Batangas City	BTC	Panabo City	PNB
Binan City	BNC	Samal City	SML
Cabuyao City	CBY	Tagum City	TGM
Calamba City	CLM	Region XII	R12
Cavite City	CVC	Cotabato City	CTC
Dasmarinas City	DSM	Sarangani	SGG
Imus City	IMS	South Cotabato	STO
Lipa City	LPC	Sultan Kudarat	SLT
Lucena City	LCN	Cotabato City	CTC
San Pablo City	SPC	General Santos City	GSC
Sta. Rosa City	STR	Kidapawan City	KDP
Tanauan City	TNC	Koronadal City	KRC
Tayabas City	TYC	Tacurong City	TRR
General Trias City	GTC	CARAGA	RCR
Region IV-B	R4B	Agusan del Norte	AND
Calapan City	CLP	Agusan del Sur	ADS
Marinduque	MRD	Dinagat Island	DGI
Occidental Mindoro	OCC	Surigao del Norte	SDN
Oriental Mindoro	ORC	Surigao del Sur	SDS
Palawan	PLW	Bayugan City	BGN
Puerto Princesa City	PPC	Bislig City	BSG
Romblon	RMB	Butuan City	BUT
Region V	R05	Cabadbaran City	CBN
Albay	ALB	Siargao	SRO
Camarines Norte	CMN	Surigao City	SRG
Camarines Sur	CMS	Tandag City	TND
Catanduanes	CTD	CAR	RCA
Masbate	MSB	Abra	ABR
Sorsogon	SRS	Apayao	APA
Iriga City	IRC	Benguet	BGT



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Legazpi City	LGZ	Ifugao	IFG
Ligao City	LGC	Kalinga	KLG
Masbate City	MTC	Mt. Province	MTP
Naga City	NAG	Baguio City	BAG
Sorsogon City	SRC	Tabuk City	TBK
Tabaco City	TBC	BARMM	RBA
Region VI	R06	Lanao del Sur - I	LDS
Aklan	AKL	Lanao del Sur - II	LLS
Antique	ATQ	Maguindanao I	MGD
Capiz	CPZ	Maguindanao II	MGN
Guimaras	GMR	Sulu	SLU
Iloilo	ILO	Tawi-Tawi	TTW
Iloilo City	ICI	Basilan	BSL
Passi City	PSC	Marawi City	MRW
Roxas City	RXC	Lamitan City	LTC
Negros Occidental	NGO	NCR	RNC
Bacolod City	BCL	Caloocan City	CAL
Bago City	BGC	Las Piñas City	LPN
Cadiz City	CDZ	Makati City	MKT
Escalante City	ECC	Malabon City	MBN
Kabankalan City	KBK	Mandaluyong City	MDL
La Carlota City	LCC	Manila	MNL
Sagay City	SGC	Marikina City	MRK
Himamaylan City	HMC	Muntinlupa City	MTL
Sipalay City	SPL	Navotas	NVT
San Carlos City	SCA	Paranaque City	PNQ
Silay City	SLC	Pasay City	PSY
Region VII	R07	Pasig City	PGC
Bohol	BHL	Quezon City	QCC
Cebu	CEB	San Juan City	SJU
Siquijor	SIQ	Taguig	TGC
Bogo City	BCT	Valenzuela City	VLZ

\* - XX represents the number of the region, ie. R01, R02, etc.

## VI. SANCTIONS ON VIOLATIONS OF RULES

Failure to comply with the Rules will result to the following sanctions:

1<sup>st</sup> Offense – user will be sent a notification/warning and will be given 7 calendar days to comply; after 7 days of no action, it will automatically be considered as a 2<sup>nd</sup> Offense (please refer below)

2<sup>nd</sup> Offense – Account will be temporarily suspended for 5 calendar days

3<sup>rd</sup> Offense – Account will be temporarily suspended for 30 calendar days



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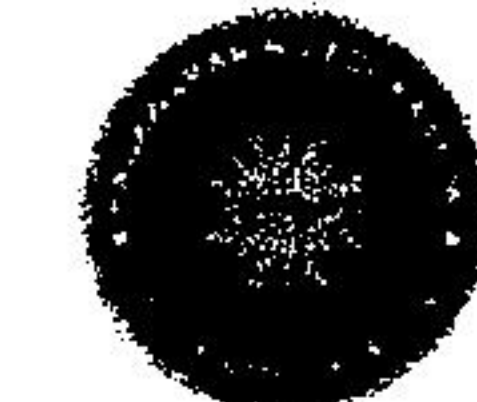




4<sup>th</sup> Offense – Account will be permanently deleted

## **VII. DATA PRIVACY**

The DepEd Workplace account is a government service obtained for the interest of public service. As such, the acceptable use of these accounts shall follow the Guidelines on the Use of the DepEd Email Service issued in DM 227, s. 2012. The Office of the Undersecretary for Administration (OUA) assures the privacy of any and all information provided by the users and will not be used in any other purpose outside the scope of the Department of Education (DepEd).



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