



Date: November 8, 2019

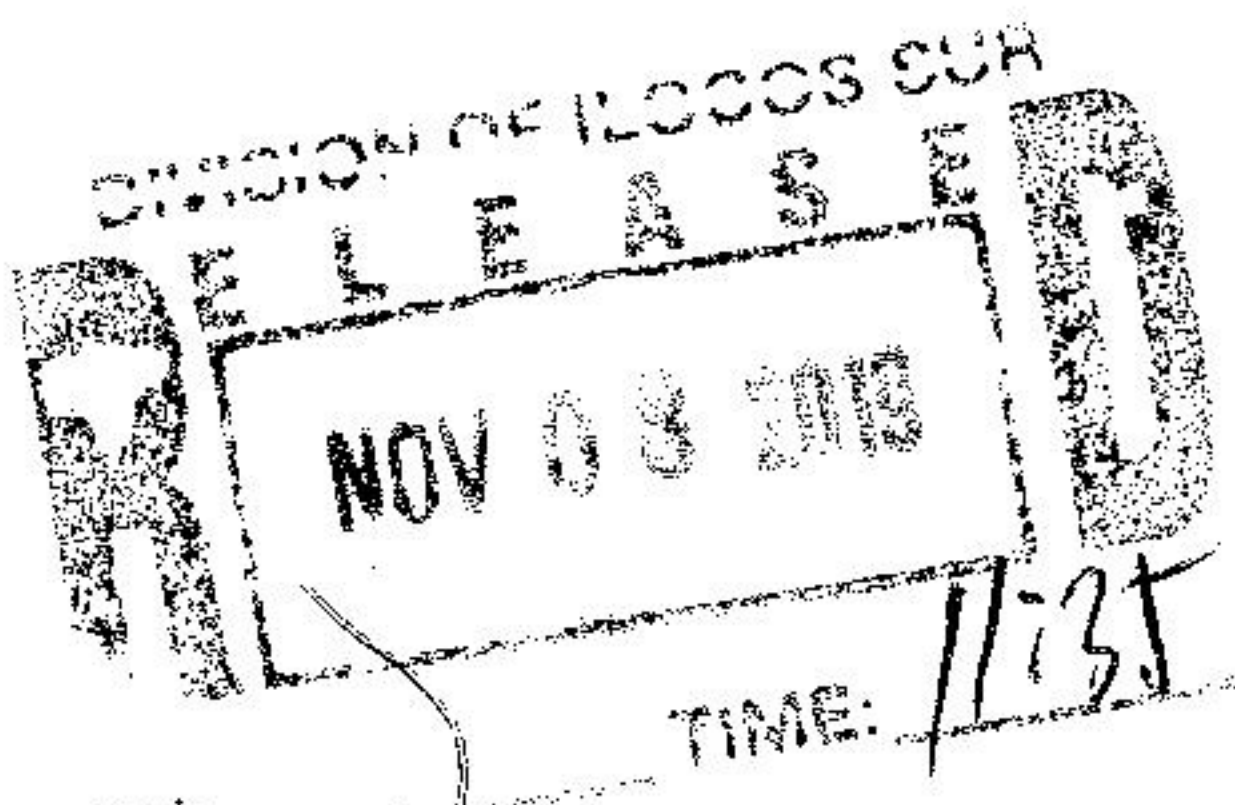
DIVISION MEMORANDUM

No. 439 s. 2019

**ADOPTION AND UTILIZATION OF DEPED WORKPLACE AS OFFICIAL
COMMUNICATION PLATFORM**

**To: OIC-Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary School Heads
Public Secondary School Heads
Designated District ICT Coordinators
Designated School ICT Coordinators
All others concerned**

1. Pursuant to DepEd Memorandum (Office of the Administration-OUA Memo) entitled "Adoption and Utilization of Workplace as Official Communication Platform", SDO Ilocos Sur will now institutionalized the DepEd Workplace (WP) by Facebook that will serve as the unified communication platform of DepEd. This will be invaluable in disseminating updates and will allow fast up and downward communications across all levels.
2. In this regard, ALL TEACHERS of SDO Ilocos Sur are advised to have an account in the **Workplace by Facebook** using the active **DepEd Email** via: **<https://my.workplace.com/>** or download the Workplace App in the Google Play Store (for Android phones) or Apple Store (for Apple phones/tablets).
**Please ask the assistance of your school ICT coordinator.*
3. Once you have your Workplace Account, you can now join to our digital society. Just type/search **RO1ILS - ALL TEACHERS** in the search box then click the "Join" button and wait for the approval of your membership.
4. Account Name format should be strictly followed.
First Name, Middle Initial, Last Name (Juan T. Dela Cruz)
5. Upload your latest professional passport size picture on your account for identification purposes.
6. See the complete guidelines on the use of the Workplace for DepEd at **<http://bit.ly/depedworkplace>**
7. Immediate dissemination to all concerned on this matter is desired.



JORGE M. REINANTE, CSEE, CEO VI, CESO V
Schools Division Superintendent

To be included in the perpetual index under the following subject:
DEPED WORKPLACE BY FACEBOOK