



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

2019-523

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SEP 27 2019

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DIVISION MEMORANDUM

No. 359, s. 2019

To: **Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
Section and Unit Heads
All Others Concerned**

From: **REBONFAMIL R. BAGUIO**
Schools Division Superintendent

Date: September 27, 2019

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

1. Pursuant to Unnumbered DepED Memorandum re: *Adoption and Utilization of Workplace as Official Communication Platform*, Division Chiefs, Section/Unit Heads, School Heads, Teaching and Non-Teaching Personnel are enjoined to start using Workplace as the official communication platform, and avoid the use of Facebook Messenger, Viber, WhatsApp, and other platforms.
2. Workplace has a facility which allows any registered user to create Workplace Groups where members can collaborate, post announcements, and share documents and pictures like Facebook. **Workplace** and **Work Chat** Apps can be downloaded to any mobile devices for easy access thru **Play Store** for Android and **App Store** for iOS.
3. Organizers of Training Programs are also encouraged to create their own Workplace Group where training materials can be uploaded and easily accessed by the participants for future reference.
4. Those who have not created their Workplace accounts are advised to register at **work.facebook.com** using their **DepED Email Accounts** only. Further, all teaching and non-teaching personnel are encouraged to join the following Workplace group of the Division of Malaybalay City:

For all teaching and non-teaching personnel: **R10 - MLB - All Personnel**
For Schools Division Office personnel: **R10 - MLB - SDO Personnel**
For OSDS personnel: **R10 - MLB - OSDS**
For Curriculum Implementation Division personnel: **R10 - MLB - CID**
For School Governance & Operations Division personnel: **R10 - MLB - SGOD**
For all School Heads: **R10 - MLB - School Heads**



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5. Enclosed is the guidelines on the use of Workplace for DepED.
6. Queries relative to this can be relayed to Paul John P. Arias, Information Technology Officer I at 09770618486.

Encl: As stated
Copy Furnished:
Records Unit

TO BE POSTED IN THE WEBSITE



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

uploaded and easily accessed by participants for future reference.

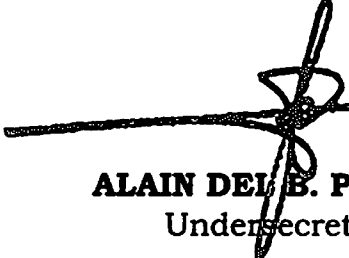
Regional Directors, Schools Division Superintendents, Division Chiefs and School Heads are enjoined to start using Workplace as the official communication platform, and avoid the use of Facebook Messenger, Viber, WhatsApp, and other platforms.

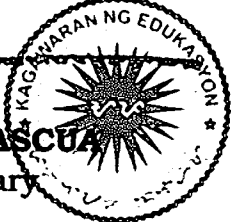
The DepEd Workplace account is a government service obtained for the interest of public service. As such, the acceptable use of these accounts shall follow the Guidelines on the Use of the DepEd Email Service issued in DepEd Memorandum No. 227, s. 2012. The Office of the Undersecretary for Administration (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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To authenticate the Government,
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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



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> |



| | |
|-----------|--|
| | 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:

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



| | | | |
|-------------------|-----|---------------------|-----|
| 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 |

| | | | |
|-------------------------|-----|---------------------|-----|
| 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 |
| Dasmaringas 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 |

| | | | |
|-------------------|-----|--------------------|-----|
| 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:

1st 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 2nd Offense (please refer below)

2nd Offense – Account will be temporarily suspended for 5 calendar days

3rd Offense – Account will be temporarily suspended for 30 calendar days



4th 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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