



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

DM-2024-07-092  
DEPED MALAYBALAY CITY DIVISION  
**RELEASED**

DATE: \_\_\_\_\_ Time: 4:47  
By: MAR 07 2024

**DIVISION MEMORANDUM**  
No. 092, s. 2024

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

From: **CHERRY MAE L. LIMBACO-REYES**  
Schools Division Superintendent

Date: **March 07, 2024**

Subject: **SUBMISSION OF COMPREHENSIVE REPORT ON SOCIAL MEDIA  
ACCOUNTS, WEBSITES AND INFORMATION SYSTEM**

1. Pursuant to Regional Memorandum No. 138, s. 2024 re: *Submission of Comprehensive Report on Social Media Accounts, Websites and Information System*, all schools are mandated to submit reports to <https://bit.ly/CROSMAWIS> on or before **March 8, 2024**.
2. Enclosed is the memorandum for complete details.
3. Queries relative to this can be relayed to Paul John P. Arias, Information Technology Officer I at 09606260298.

Copy Furnished:  
Records Unit

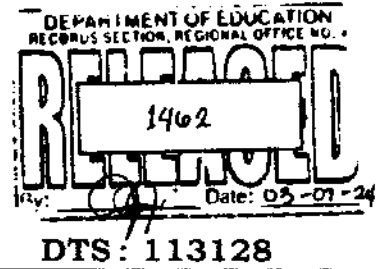
TO BE POSTED IN THE WEBSITE



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
Website: [depedmalaybalay.net](http://depedmalaybalay.net)  
Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
 REGION X – NORTHERN MINDANAO



February 6, 2024

REGIONAL MEMORANDUM  
 No. 0158, s. 2024

**SUBMISSION OF COMPREHENSIVE REPORT ON SOCIAL MEDIA ACCOUNTS,  
 WEBSITES AND INFORMATION SYSTEM**

To: Schools Division Superintendents  
 Assistant Schools Division Superintendents  
 All Others Concerned

1. This issuance refers to the **OUA-OUT-022724-13-1** titled **Submission of a Comprehensive Report on Social Media Accounts, Websites, and Information Systems**.
2. All Schools Division Offices and Schools are mandated to submit reports to <https://dms10.deped.gov.ph> on or before March 8, 2024.
3. Please see the attached memorandum for complete details.
4. For further inquiries and clarification, please contact Renel Jay Quirit, IT officer, at 0917-307-7968.
5. This Office directs the immediate and wide dissemination of this Memorandum.

**DR. ARTURO B. BAYOCOT, CESO III**  
 Regional Director

**DR. FEDERICO P. MARTIN, CESO V**  
 Officer in Charge  
 Assistant Regional Director

ATCH.: As stated  
 To be indicated in the Perpetual Index  
 under the following subject:

OUA-OUT-022724-13-1

ICT/rjq24-07



Address: DepEd Regional Office X, Zone 1, Upper Baitung, Cagayan de Oro City  
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Effectivity	01.22.24	Page	1 of 1



Republic of the Philippines  
Department of Education

OFFICE OF THE UNDER SECRETARY FOR ADMINISTRATION

**MEMORANDUM**

EA 012 (2019-17)

2 February 2019

**TO :** ALL UNDERSECRETARIES  
ASSISTANT SECRETARIES  
BUREAU AND SERVICE DIRECTORS  
REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED

**FROM :** NOLASCO A. MELFIN  
Undersecretary

**SUBJECT: SUBMISSION OF A COMPREHENSIVE REPORT ON SOCIAL MEDIA ACCOUNTS, WEBSITES, AND INFORMATION SYSTEMS**

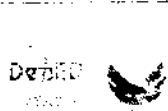
In view of the recent incidents involving rampant social media pages of schools and DepEd offices, the Office of the Undersecretary for Administration is issuing the following directives:

1. All administrators of schools and DepEd offices' social media accounts should comply with the following: administrators must immediately secure their social media and email accounts with a strong multi-factor authentication, and
2. All Schools and DepEd offices at all levels are mandated to submit reports on the following:

a. All email accounts, websites, and information systems' social media accounts (general office and personal) properly use the assigned administrators and the email addresses and mobile numbers used to administer these accounts;

b. All apps, websites, and information systems' information systems use assigned administrators and email details of administrators. The data should be stored in secure information systems, not on personal computers;

c. All administrators should document how to write, update, and delete records in the information systems.



Very truly yours,

NOLASCO A. MELFIN, Undersecretary for Administration  
2019-02-02 10:56 AM (mailto:administration@deped.gov.ph)

2019-02-02 10:56 AM (mailto:administration@deped.gov.ph)

- ii. **Test** – Used by developers to evaluate websites and information systems to ensure functionality, compatibility, and reliability.
- iii. **Staging** – Used by developers to test websites and information systems before deployment to production. This environment mirrors the production environment; and
- iv. **Production** – The live or operational environment where websites and information systems are deployed and accessed by end-users for regular use.

Reports are to be submitted through MS forms accessible at [bit.ly/CROSMAWIS](https://bit.ly/CROSMAWIS) on or before **March 08, 2024**.

For questions and clarifications, you may email [cybersecurity@deped.gov.ph](mailto:cybersecurity@deped.gov.ph).

For information and immediate compliance.