



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

Office Memorandum

No. 020, s. 2023

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Unit Heads
All Others Concerned

From: **NORMA P. ESTEBAN, EdD, CESO V**
Schools Division Superintendent

Subject: Website Content Focal Person Designation per unit.

Date: April 26, 2023

1. In accordance with the General Appropriations Act of 2013 and Administrative Order 39, S. 2013, this Office is hereby requesting all unit heads to submit the name of their designated Website Content Focal Person on or before May 12, 2023.
2. The Website Content Focal Person will be responsible for the following:
 - 2.1 Coordinate with the Information Technology Officer in updating the website content relevant to their respective unit.
 - 2.2 Manage content and queries pertaining to their respective Unit Portal.
 - 2.3 Ensure the data accuracy and integrity of contents for uploading.
 - 2.4 Ensure that data and contents for uploading are in accordance with Government Website Hosting Policies and Regulations.
3. Unit heads are responsible for the review and finalization of their Unit Portal and its contents.
4. Maximum involvement and cooperation of all concerned is hereby enjoined.
5. For information and compliance.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent

OSDS/ICT Unit
April 26, 2023

