



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

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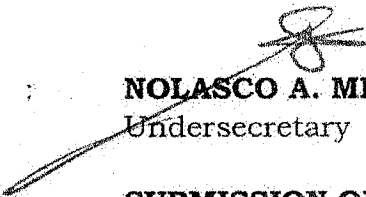
NORMA P. ESTEBAN EdD, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent
SCHOOLS DIVISION OF BULACAN

MEMORANDUM

OUA-OUT-022724-I3-1

27 February 2024

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

FROM : 
NOLASCO A. MEMPIN
Undersecretary


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


In view of the recent incidents involving compromised Facebook Pages of schools and DepEd offices, the Office of the Undersecretary for Administration is issuing the following directives:


1. All administrators of Facebook Pages and other social media accounts of all DepEd offices in all governance levels must immediately secure their social media and email accounts and implement multi-factor authentication; and
2. All schools and DepEd offices in all governance levels are mandated to submit reports on the following:
 - a. A comprehensive list of all social media accounts (school/office/unit/programs/projects), the assigned administrators, and the email addresses and/or phone numbers used to administer these accounts.
 - b. A comprehensive list of all websites and information systems, the assigned administrators, and contact details of administrators. The list should cover websites and information systems across all environments:
 - i. Development – Used by developers to write, update, and debug code for websites and information systems.


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- 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 on or before **March 08, 2024**.

For questions and clarifications, you may email cybersecurity@deped.gov.ph.

For information and immediate compliance.