



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 304, s. 2019

April 22, 2019

USE OF THE OFFICIAL WORKPLACE ACCOUNT

To: Division Chiefs
Public Schools District Supervisors
Education Program Supervisors
Division Personnel
School Heads
Teachers and Personnel

1. Based on the instruction given during the conduct of DepEd Synchronize Instruction, Procedures and Guidelines (SIPAG 2019), Workplace by Facebook, a new online tool, was introduced to be used to improve communication and collaboration among employees of DepEd.
2. In this regard, all permanent employee both teaching and non-teaching are required to register and use this online platform. For those who are using mobile phone or tablet you may download the app through Google Play Store or Apple App Store and use your **DepEd email** to register. For those who are using laptops and PCs you can register and log-in to any of the following URL:

<https://www.workplace.com/>
<https://work.workplace.com/>
<https://work.facebook.com/>

3. Users should follow proper format in the registration, which includes the use of recent picture in their profile and Names should be in correct format, No- ALL Caps or No All Small Letters.

Example : **Juan D. Cruz** (*First name, Middle Name (optional), Last Name*)

4. Once registered, employees are requested to join the following official group of DepEd Digos City:

R11+SDO Digos City
Region XI - Digos City

5. No one is allowed to create another Workplace group, except for the WP Group of the Division Office.
6. For your information, guidance and compliance.

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
1904-615
DATE: 22 APR 2019 TIME: 11:11 AM
BY: [Signature]

[Signature]
WINNIE E. BATON, EdD
Officer in Charge
Office of the Schools Division Superintendent

References:
To be indicated in the Perpetual Index under the following subjects:
ICT