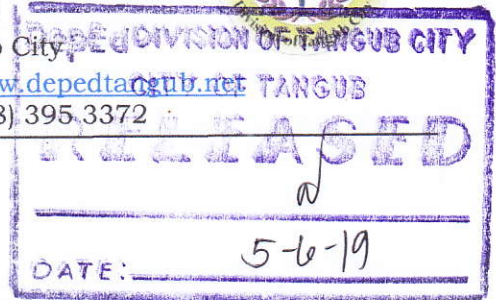




Republic of the Philippines
Department of Education
Region X – Northern Mindanao

DIVISION OF TANGUB CITY
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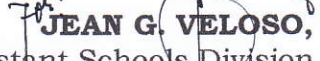
DIVISION MEMORANDUM

No. **111**, s. 2019

DIVISION-WIDE IMPLEMENTATION OF FACEBOOK WORKPLACE

To: Office of the Schools Division Superintendent
Curriculum Implementation Division
School Governance and Operations Division
Principals/Head Teachers/TICs
All Teaching and Non-Teaching Personnel
This Division

1. Pursuant to DepEd Memorandum (OUA Memo 14-0319-0124) entitled "Validation and Provision of Office 365 Accounts for Regional and Division Office Employees" and based on the previous DepED SIPAG 2019 Workplace Set-up, this Office will conduct a Division-wide registration of all DepED personnel in Facebook workplace.
2. Workplace application was acquired by the Department of Education to facilitate secure communication within our department. Workplace and Facebook uses the same technology and features.
3. In this regard, all permanent employees both teaching and non-teaching are required to register using their active Deped Email Account via <https://workplace.facebook.com> or download the Workplace app using your smartphone.
4. After a successful registration, all are directed to join the official workplace group of our Division **OUA-NORMIN-TANGUB CITY**. No one is allowed to create another group except for the official WP group of the Division.
5. Enclosed is the guide and the specific format designed in registering to Workplace.
6. Immediate and wide dissemination of this memorandum is desired.


JEAN G. VELOSO, CESO VI
Assistant Schools Division Superintendent
OIC-Schools Division Superintendent

Encl: As stated
References: As stated
To be indicated in the perpetual index
under the following subjects:
DEPED EMAIL WORKPLACE
JGV/ama/05062019

Facebook Workplace

Sign in using your **active** DepEd
Email Accounts via:

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

or Download the Workplace App



FACEBOOK WORKPLACE

Account Name



JUAN DELA CRUZ

No ALL Capital Letters

juan t. dela cruz

No ALL Small Letters



Juan T. Dela Cruz
Johnny Mercado

First name, last name, middle
initial (optional)

*Popular Nickname is okay

FACEBOOK WORKPLACE

Profile Picture



Icons



With animals



With other people



Whole body



Initials

FACEBOOK WORKPLACE

Profile Picture



Recent Solo picture
Visible face
Upper body

FACEBOOK WORKPLACE

After a successful registration, search for the group OUA-NORMIN-TANGUB CITY and be a member of this group.