



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF BISLIG CITY

DEPARTMENT OF EDUCATION
DIVISION OF BISLIG CITY

RELEASED

Records Section

Date: 6/5/23

OLIVER Y. C. ARCAÑO
(Signature Over Printed Name)

June 05, 2023

OFFICE MEMORANDUM

No. 015, s. 2023

**NOTICE OF MEETING RE: OFFICIAL WEBSITE MANAGEMENT OF THE
DIVISION INFORMATION COMMITTEE**

To: Christopher P. Jabagat
Christopher O. Kimilat
Estrella J. Cabantog
Wincy E Pague
Ronie C. Guinggue
Aileen A. Acierto
*Other Division Information Committee Members
This Division*

1. The official website is a major source of information of the schools division and should contain the necessary parts in order to serve the intended purpose such as to establish transparency, provide brief organizational data and disseminate information of conducted major events and activities, etc.
2. In line with this, there shall be an interfacing of the staff of the offices involved in the publication of activities per functional division and major events in the SDO to discuss matters to wit:
 - a.) repository of images and videos collected during events,
 - b.) set roles in the website versus social media platform (official facebook),
 - c.) uniform issuances template fully compliant with the DepEd Manual of Styles (DMOS) and how to access it on the official website,
 - d.) repository of official photo for updated organizational charts (division and region levels) in schools.
3. A meeting is called for on this regard on June 7, 2023 at the New Division Conference Room, East Wing, 2/F, SDO-Proper building at 9: 30 AM.
4. For your information and guidance.


GEMMA A. DE PAZ
OIC-Schools Division Superintendent

Encl/s.: (None)

Reference/s: RO 3, s. 2022, DO 30, s. 2019

To be indicated in the Perpetual Index

under the following subjects:

MANUAL OF STYLES RECORDS POLICY PUBLIC AFFAIRS

ICT/RCG
04/04/2023



Address:

Telephone No.:

E-mail Address:

Website:

National Highway, Government Complex, Poblacion, Bislig City
(086) 853-7403
bislig.city@deped.gov.ph
deped.bislig.org