MEMORANDUM
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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.
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.