



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

Office Memorandum

To : Assistant Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Division Education Program Supervisors
Division Office Section/ Unit Heads
All Others Concern

From: *fn:*  **WILFREDA B. BONGALOS, Ph.D., CESO V**
Schools Division Superintendent *AB*

Subject: **INVITATION TO CREATE INDIVIDUAL WORKPLACE BY FACEBOOK
ACCOUNTS USING THE OFFICIAL DEPED EMAIL ACCOUNTS**

Date: April 30, 2019

1. As per information and advised from the Central Office through the office of the Undersecretary for Administration headed by USEC Alain Del B. Pascua, all permanent DepEd employees must create an account to **Workplace by Facebook**. This will be used to disseminate information, collaborate, share ideas and work together as one organization.
2. **Workplace** is a dedicated and secure space to connect, communicate and collaborate with familiar Facebook features such as News Feed, Groups, Messages and Events.
3. In this regard, all employees in the Schools Division of Negros Oriental both teaching and non-teaching (with permanent item) is required to download **Facebook Workplace** and register using their **DepEd Email Account**.
4. The ICT Unit staff/OJT will assist in downloading the application and registering the individual Workplace Account.
5. For strict compliance.

30 APR 2019

Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Division Sup't's Office); (035) 225-1822 (CID); (035) 225-1823 (Legal Section);
(035)225-8190 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-8987 (Record's Section);
(035) 422-5283 (Admin. Section); (035) 422-0287 (Personnel Section); (035) 225-2378 (Guard/Medical/Dental Sections);
(035) 225-7012 (Educ. Facilities Section); (035) 225-1840 & (035) 225-1840 (Acct. Budget Section); (035) 422-3921 (Supply Section)



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A STEP-BY-STEP GUIDE ON HOW TO CREATE YOUR DEPED FACEBOOK WORKPLACE ACCOUNT

1. Download the **Workplace by Facebook** Application in your mobile phone.
2. Create account by typing your DepEd Account, click **CONTINUE** button.
3. Open your DepEd Account at gmail.com to retrieve the **CODE**.
4. Copy and paste the code in the workplace application and click **JOIN** button.
5. Type your Complete Name in **PROPER** format (**Maria V. Amor**), click **NEXT** button.
6. Type your password (we suggest to use the same password with your deped account)
7. Search the group: **OUA+Region7+Negros Oriental**, click the icon, click **FOLLOW** button, if not visible, click **SKIP**.
8. Change the profile picture by clicking the camera icon, click **upload photo**.
9. Select close-up photo with plain background preferably, click **allow**.
10. Edit the selected photo, click **SAVE** button.
11. Change the background photo by clicking the camera icon, click **upload photo**.
12. Select any photo you want as your background, click **save**.
13. Download the **Workplace Chat by Facebook** using the app store.

NOTE: To access your Workplace Account, simply click the icon.

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