



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF EL SALVADOR CITY**  
Zone 3, Poblacion, El Salvador City



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**DIVISION MEMORANDUM**

No. 345, s. 2018

**TO:** Chief Education Supervisor, CID  
Chief Education Supervisor, SGOD  
All Education Program Supervisors  
Section Heads  
All Public Elementary and Secondary School Heads  
This Division

**From:** **JESNAR DEMS S. TORRES, Ph.D., CESE**  
OIC, Schools Division Superintendent

**Subject:** Creation and Maintenance of School Facebook Account

**Date:** October 26, 2018

1. This Office directs all schools to create an Official Facebook Account on or before November 05, 2018 which will be maintained and updated regularly by the school personnel.
2. The schools' official account shall serve as the platform to facilitate the dissemination of information relative to the schools' programs, projects and activities. Thereby, providing updated and relevant information to the division office and other stakeholders.
3. The said Facebook account shall publish regularly (weekly or bi-monthly) photographs and/or videos taken during the conduct of school activities and as well as the improvements done in the school.
4. It is further directed that these FB accounts shall befriend the Schools Division Superintendent, Chiefs of the Functional Divisions, Education Program Supervisors, Division Section Heads and other stakeholders.
5. Immediate dissemination and strict compliance of this Memorandum is directed.