



Republic of the Philippines
Department of Education
 REGION IX, ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 17, s. 2024

TO: All Education Program Supervisors
 All Public Schools District Supervisors
 All Public Elementary and Secondary School Heads/Principals
 All Division Personnel
 All others concerned
 This Division

FROM: **DANNY B. CORDOVA, EdD, CESO VI**
 Schools Division Superintendent

Date: January 8, 2024

SUBJECT: GUIDELINES FOR THE APPROPRIATE UTILIZATION OF DEPED
 EMAIL ACCOUNTS AND FACEBOOK ACCOUNT SECURITY

As part of our ongoing commitment to information security, we would like to emphasize the importance of safeguarding not only your Department of Education (DepEd) email account but also any linked social media accounts, particularly Facebook. Ensuring the security of these accounts is crucial to protecting sensitive information and maintaining a secure digital environment.

Professional Communication:

- All email communications sent from DepEd email accounts should be professional and courteous. Avoid using offensive or inappropriate language.
- Ensure that the content of emails is relevant to official duties and work-related matters.

Confidentiality:

- Exercise caution when discussing sensitive information through email. Avoid sharing confidential or proprietary information unless it is necessary for official business purposes.
- Do not share login credentials or access to DepEd email accounts with unauthorized individuals.



Sunset Boulevard, Dawo, Dapitan City
 (065) 917-5113
 www.depeddapitancity.net

dapitancity@deped.gov.ph
 fb.com/DepEdDapitanCity



Department of Education
 Division Office - Dapitan City

RELEASED

NO. 17 DATE JAN 08 2024

TIME 0:00 BY [Signature]



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Official Use Only:

- DepEd email accounts are to be used exclusively for official business purposes related to the employee's role within the organization.
- Personal use of DepEd email accounts should be minimized, and employees are encouraged to use personal email for non-work-related matters.
- **Do not entrust your DepEd Email and Password to savings and loan institutions as a requirement for loans as this is a serious violation of the Data Privacy Act**

Linking Personal Facebook Accounts:

- Employees are strongly discouraged from linking their personal Facebook accounts to their **DepEd email addresses** for official communication.
- It is recommended to keep personal and professional accounts separate to mitigate potential security risks.

Two-Factor Authentication (2FA):

- Enable Two-Factor Authentication on both your DepEd email and Facebook accounts to add an extra layer of security.
- Regularly review and update the 2FA settings to enhance account protection.

Password Management:

- **All DepEd Personnel are strongly advised to change the default password upon logging in. For instructions on how to do this, please see your School ICT Coordinator or the Division ITO.**
- Avoid using the same password for both your DepEd email and Facebook accounts.
- Create strong, unique passwords for each account, and update them regularly.

Phishing Awareness:

- Exercise caution and remain vigilant against phishing attempts, especially through Facebook messages or emails.
- Do not click on suspicious links, and verify the authenticity of any unexpected communication.

Regular Security Audits:

- Conduct periodic security audits of your Facebook account settings to ensure that privacy and security features are configured appropriately.
- Report any unauthorized access or suspicious activity immediately.



Sunset Boulevard, Dawo, Dapitan City
(065) 917-5113
www.depeddapitan.net

dapitancity@deped.gov.ph
fb.com/DepEdDapitanCity





Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Education and Training:

- Stay informed about the latest security threats and best practices through training sessions provided by the organization's ICT Unit department.
- Share security tips and information with colleagues to promote a collective effort in maintaining a secure digital environment.

By adhering to these guidelines, we aim to fortify the overall security posture of our organization. Any compromise to the security of your DepEd email account or linked Facebook account may have implications on the confidentiality and integrity of sensitive information.

If you have any questions or concerns regarding the proper use of DepEd email accounts, please contact the Division ICT Services.

Thank you for your attention to this matter.



Sunset Boulevard, Dawo, Dapitan City
(065) 917-5113
www.depeddapitan.net

dapitancity@deped.gov.ph
fb.com/DepEdDapitanCity

