



Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 254, s. 2024

**SUBMISSION OF A COMPREHENSIVE REPORT ON SOCIAL MEDIA
ACCOUNTS, WEBSITES AND INFORMATION SYSTEMS**

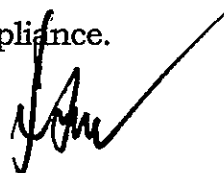
To: **All Schools Division Superintendents**

1. This is in reference to the OUA-OUT-0227724-13-1 Memorandum dated February 27, 2024, titled *Submission of a Comprehensive Report on Social Media Accounts, Websites and Information Systems*.

2. In line with the recent incidents involving compromised Facebook Pages of schools and DepEd offices, the Office of the Undersecretary for Administration issued directives and mandates all social media, accounts, and information system administrators of all DepEd offices in all governance levels to immediately do the following:

- To secure all social media and email accounts and implement multi-factor authentication.
- To submit reports on the following:
 - 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.
 - A comprehensive list of all website and information systems, the assigned administrators and contact details.
 - A comprehensive list of all website and information systems environment:
 - Development – used by developers to write, update and debug code.
 - Test – used by developers to evaluate and to ensure functionality, compatibility and reliability.
 - Staging – used by developers to test before deployment to production (mirrors the production environment)
 - Production – the live or operational environment where the websites or information systems are deployed and accessed by end-users for regular use.

3. All reports are to be submitted through MS Forms and can be accessible at bit.ly/CROSMAWIS on or before March 8, 2024.
4. For queries, email at cybersecurity@deped.gov.ph
5. Attached is the Memorandum for reference.
6. For information, guidance and immediate compliance.



TOLENTINO G. AQUINO
Director IV

Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:

ICT PROGRAMS/PROJECTS/ACTIVITIES

CYBER SECURITY REPORTS

ORD/ICTU/SCL/RM_ReportSocMedWebsiteIS
March 4, 2024



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ICTU 240023



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

MEMORANDUM

OUA-OUT-022724-I3-1

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.

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- 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.