



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

July 10, 2020

DIVISION MEMORANDUM

DM No. 175, s. 2020

SCHOOL CREATION OF DEPED TAYO FACEBOOK PAGE

To: Assistant Schools Division Superintendent, CID/SGOD Chiefs, Public School District Supervisors, Elementary/Secondary School Principals and All Others Concerned

1. In line with the Regional Memorandum DepEd-4A-01B-336, s. 2020 dated July 6, 2020, thru DepEd Tayo and Social Media for Governance by the Office of the Undersecretary for Administration and to aid the dissemination and promotion of the Department's programs, project and activities of DepEd CALABARZON, the Division of Quezon enjoins all schools to create their own DepEd Tayo Facebook (FB) Page.
2. This FB Page shall serve as platform for the following:
 - a. relevant and updated write-ups, photos, graphics, announcements, and content that will promote DepEd Mission, Vision and Core Values as well as programs, projects and activities of the School, Division, Region and Central Office;
 - b. share content posted on official DepEd FB pages including but not limited to DepEd Philippines, DepEd Tayo, DepEd R04A Calabarzon, DepEd Tayo Calabarzon, DepEd Tayo Quezon and DepEd Quezon;
 - c. promote best practices and achievements of the school; and
 - d. communicate and engage with the school's stakeholders.
3. In creating the FB Page Name or with existing school FB Page, this shall follow:

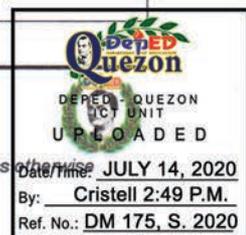
Scenario	Format	Example
No School FB Page	DepEd Tayo [School Name] – [Division]	DepEd Tayo Gumaca NHS – Quezon Province
With Same School Name	DepEd Tayo [School Name] - [District] – [Division]	DepEd Tayo San Isidro ES – Mulanay - Quezon Province
School Division in their name	DepEd Tayo [School Name] – [Calabarzon]	DepEd Tayo Quezon NHS – Calabarzon

DEPEDQUEZON-TM-SDS-04-009-002

Email address: quezon@deped.gov.ph

Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)

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Schools with existing FB Page	Please Rename: DepEd Tayo [School Name] – [Division]	DepEd Tayo Lopez NCHS – Quezon Province
Schools with existing Facebook Profile	Add/Create FB Page - DepEd Tayo [School Name] – [Division]	DepEd Tayo Atimonan NCHS – Quezon Province

4. In creating Page Username or URL, the school shall follow this format:
facebook.com/DepEdTayo[School Abbreviation][School ID]
Example: DepEdTayoGNHS301325
5. The FB Page/s profile photo will be the school logo while the cover photo will be the main building or any part of the school site that shows identification of the school.
6. School Heads shall be the main/head admin of the page. He/she can also designate other administrators who can help manage the page. They can be School Paper Advisers or any school personnel who can:
 - a. write content in English, Filipino and local dialect;
 - b. select and or produce high impact photos and/or graphics and
 - c. communicate and engage with the public/stakeholders.
7. Once the FB Page has been created and administrator/s has/have been assigned, schools shall fill-up this online form bit.ly/4ASchoolFBPages and <https://tinyurl.com/QuezonSchoolFBPage>. The data provided will be the basis of the masterlist of DepEd Tayo pages in the school level.
8. All DepEd Quezon personnel are highly encouraged to like the DepEd Tayo Quezon page : <https://www.facebook.com/DepEdTayoQuezon>.
9. For immediate dissemination and compliance of this memorandum is desired.

CATHERINE P. TALAVERA, CESO V
Schools Division Superintendent

ict/wbp07/10/2020

DEPEDQUEZON-TM-SDS-04-009-002

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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



06 July 2020

Regional Memorandum

CREATION OF DEPED TAYO FACEBOOK PAGES IN THE SCHOOL LEVEL

To **Schools Division Superintendents**
School Heads

1. As an offshoot of the DepEd Tayo and Social Media for Governance Workshop conducted by the Office of the Undersecretary for Administration in October 2019 and to aid the Regional Office in the dissemination and promotion of the Department's programs, projects, and activities, all schools in CALABARZON are highly encouraged to create their own DepEd Tayo Facebook (FB) Page.
2. The schools' DepEd Tayo FB pages shall serve as a platform to:
 - a. post relevant and timely write-ups, photos, graphics, announcements, and other content that will promote the Department's mission, vision, and core values as well as programs, projects, and activities of the school, division, region, and Central Office;
 - b. share content posted on official DepEd FB pages including but not limited to DepEd Philippines, DepEd Tayo, DepEd R-4A Calabarzon, DepEd Tayo Calabarzon, SDO's DepEd Tayo FB page, etc;
 - c. promote best practices and achievements of the school; and
 - d. communicate and engage with the school's stakeholders.
3. In creating the FB Page Name, the school shall follow this format: **DepEd Tayo [School Name] - [Division]**
Examples: DepEd Tayo Don Juan ES - Dasmariñas City
DepEd Tayo Rosario East CS - Batangas
DepEd Tayo San Juan NHS - Antipolo City
DepEd Tayo Pedro Guevara MNHS – Laguna
DepEd Tayo Bolbok I/S – Lipa City

Schools that contain the school division in their name are advised to take note of the following examples:

Examples: DepEd Tayo San Pablo ES - Calabarzon
DepEd Tayo Quezon NHS - Calabarzon



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Trunkline: 02-8682-5773/8684-4914/8647-7487

Website: depedcalabarzon.ph

Document Inquiry : <https://r4a-teadoc.com/inquire>

Facebook: DepEd R-4A Calabarzon

DepEd Tayo Rizal National Science HS - Calabarzon

For schools who have existing FB pages, they are advised to rename their FB page, following the given format. For schools with existing Facebook profiles, they are advised to create an FB page.

4. In creating the Page Username or URL, the school shall follow this format: facebook.com/**DepEdTayo**[School Abbreviation][School ID]
Examples: DepEdTayoSPES109810
DepEdTayoBNHS301513
DepEdTayoLCSA342613
5. The FB Page's Profile Photo will be the school logo while the Cover Photo will be the main building or any part of the school site that shows identification of the school.
6. School Heads shall be the main/head admin of the page. He/she can also designate other administrators who can help manage the page. They can be School Paper Advisers or any school personnel who can:
 - a. write content in English, Filipino, and local dialect;
 - b. select and/or produce high-impact photos and/or graphics; and
 - c. communicate and engage with the public/stakeholders.
7. Once the FB page has been created and administrator/s has/have been assigned, schools shall fill-up this online form [bit.ly/4ASchoolFBPages](https://www.facebook.com/DepEdTayoCalabarzon/). The data provided will be the basis of the masterlist of DepEd Tayo pages in the school level.
8. All DepEd CALABARZON personnel are highly encouraged to like the DepEd Tayo Calabarzon page: <https://www.facebook.com/DepEdTayoCalabarzon/>.
9. Wide dissemination of this memorandum is desired.


WILFREDO E. CABRAL
Regional Director