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**Republic of the Philippines**  
**Department of Education**  
**REGION IV-A CALABARZON**  
**CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS**

07 JULY 2020

**DIVISION MEMORANDUM**No. 142 s. 2020**CREATION OF DEPED TAYO FACEBOOK PAGES IN THE SCHOOL LEVEL**

To: OICs-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. As per RM 336, s. 2020, with the same title as above, this office encourages all schools to create their own DepEd Tayo Facebook (FB) Page, to aid in the promotion of the programs, projects, and activities in the Division, Regional, and Central Offices.

2. In creating the FB Page Name, the school shall follow this format: DepEd Tayo (School Name)-(Division):

Examples: DepEd Tayo Alsam ES – Tayabas City

DepEd Tayo Luis Palad Integrated High School – Tayabas City

Schools that contain Tayabas in the name, all concerned are advised to follow this naming convention:

Examples: DepEd Tayo Tayabas East CS I – Calabarzon

DepEd Tayo Quezon NHS – Calabarzon

For schools with existing FB pages, they are advised to rename their FB page following the above format.

For schools with existing Facebook profiles, they are advised to create an FB page.

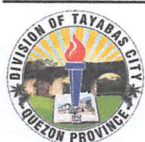
3. In creating the Page Username or URL, the school shall follow this format: facebook.com/DepEdTayo(School Abbreviation)(School ID)

Examples: DepEdTayoNPES109240

DepEdTayoLPIHS301347

4. The FB Page's Profile Photo must be the school logo while the Cover Photo should be the main building or any part of the school site.

5. School Heads shall be the main/head of the administration of the page. The School Information and Action Officer/s(SIOs) can help manage the page. They can also be School Paper Advisers or any personnel who can write content in English, Filipino, and local dialect; select and or produce high-impact photos and or graphics; and communicate and engage with the public/stakeholders.



Brgy. Poto, Tayabas City



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tayabas.depedr4a.net



6. The FB page must be created and administrator must have been assigned, on or before **July 10, 2020** and schools must fill-up this online form **bit.ly/4ASchoolFBPages**. The data will be the basis for the masterlist of DepEd Tayo pages in the school level.
7. All DepEd CALABARZON personnel are highly encouraged to like the DepEd Tayo Calabarzon page: <https://www.facebook.com/DepEdTayoCalabarzon/>.
8. Immediate, wide dissemination and strict compliance to this memorandum is desired.

**ANIANO M. OGAYON, CESO V**  
Schools Division Superintendent



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](http://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](http://bit.ly/4ASchoolFBPages). 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

cc: pau/mjpd