



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 146, s. 2017

March 2, 2017

REITERATING DIVISION MEMORANDUM NO. 314, S. 2016 - ANNUAL UPDATING OF CONTACT DETAILS AND SUBMISSION OF SOFT COPY OF ALL DOCUMENTS FORWARDED TO THE SCHOOL OF GOVERNANCE AND OPERATIONS DIVISION

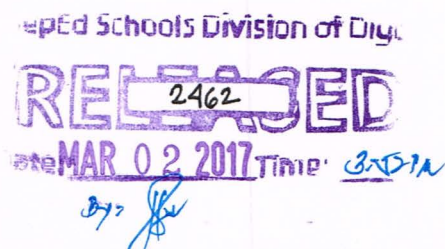
To: School Heads of Public and Private Schools
Public Schools District Supervisors (PSDS)
Education Program Supervisors (EPS)
All Others Concerned

1. DepEd Central Office through the Office of the Undersecretary for Administration (OUA) is requesting all e-mail addresses and Facebook accounts of Principals and Supervisors in Region XI as part of their plan to incorporate all DepEd Regions, Schools Divisions, and School Principals in an online way of addressing all issues and matters raised by all concerned.
2. As such, this Office is reiterating Division Memorandum No. 314, s. 2016 - Annual Updating of Contact Details and Submission of Soft Copy of All Documents Forwarded to the School of Governance and Operations Division, to be part of the priority task of School Heads, Supervisors, and all others concerned to ensure that the Division Office has the most recent contact details of its personnel.
3. Any change in the contact details of a personnel such as new designation, station, or mobile number shall be deemed enough reason to update their information in the Division Office. Hence, it is possible that the contact details of a personnel can be changed more than once within a calendar year.
4. Updating of contact details shall be done online and can be accessed from this link <http://bit.ly/depeddigoscity-updatecontact> or through the website of the Division Office at <http://www.depeddigoscity.org> and click **Update your contact details** on the top right corner of the landing page.
5. Updating of contact details shall be done no later than March 3, 2017.
6. All issuances inconsistent with this memorandum are hereby repealed, rescinded, or modified accordingly.
7. For immediate dissemination and strict compliance.

DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

For and in the absence of the
Schools Division Superintendent

[Signature]
RONILYN P. NIEVES
Education Supervisor
Curriculum Implementation Division



Encls: Communication from the Undersecretary of Administration
DM No. 314, s. 2016

References:
To be indicated in the Perpetual Index under the following subjects:
CONTACT DETAIL



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng PangalawangKabisim

March 1, 2017

ALBERTO T. ESCOBARTE
Regional Director - Region XI
Department of Education
F. Torres St., Davao City

**RE: Request for All E-mail addresses & Facebook Accounts
of Principals and Supervisors in Region XI**

Dear **Regional Director Escobarte**:


The Office of the Undersecretary of Administration (OUA) hereby requests the Department of Education Region XI Office to send a list of all school principals with their e-mail addresses and Facebook accounts per division under Region XI.

The data will be used for the plan of the Undersecretary for Administration to incorporate all DepEd Regions, School Divisions, and School Principals in an online way of addressing all issues and matters raised by all concerned.

The said list shall be sent to Mr. Dwight D.C. Manalastas, Executive Assistant to the Undersecretary for Administration, at dwight.manalastas@deped.gov.ph on or before March 5, 2017.

For concerns and inquiries, please coordinate also with Mr. Manalastas through his e-mail address or mobile number: +63 916 638 7422.

Thank you.


ALAIN DEL B. PASCUA
Undersecretary



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY
 Digos City



DIVISION MEMORANDUM
 No. 314, s. 2016

June 23, 2016

ANNUAL UPDATING OF CONTACT DETAILS AND SUBMISSION OF SOFT COPY OF ALL DOCUMENTS FORWARDED TO THE SCHOOL GOVERNANCE AND OPERATIONS DIVISION

To: School Heads of Public and Private Schools
 Public Schools District Supervisors (PSDS)
 Education Program Supervisors (EPS)
 All Others Concerned

1. This Office is requesting the School Heads, Public School District Supervisors, Education Program Supervisors, Heads of Sections/Units, School Coordinators of various programs and projects, and other key personnel to annually update their contact details.
2. The updating shall be done from June 1 to June 30 of every school year through our website at www.depeddigoscity.org. This is to augment the communication between the Division Office and the field.
3. As part of our efforts to build a digital archive of school-related data, it is also requested that all submissions to the School Governance and Operations Division shall be supplemented with a soft copy and emailed to the respective addresses:

Section/Unit	Email Address
Disaster Risk Reduction and Management (DRRM)	sarahgretchen.adeva@deped.gov.ph
Human Resource Development Unit (HRD)	ronald.dedace@deped.gov.ph
Monitoring and Evaluation Unit (M&E)	maria.jadloc@deped.gov.ph
Planning and Research Unit (PRU)	xavier.fuentes@deped.gov.ph airon.alejandro@deped.gov.ph
Social Mobilization Unit (SocMob)	anamerthyl.regala@deped.gov.ph

4. All issuances inconsistent with this memorandum are hereby repealed, rescinded, or modified accordingly.
5. For immediate dissemination and strict compliance.

DepEd Schools Division of Digo:

RELEASED
 5146

Date: JUN 23 2016 Time: 2:50

[Signature]
DEE D. SILVA, DPA, CESO VI
 Schools Division Superintendent

Encls:

References:

By: *[Signature]*

To be indicated in the Perpetual Index under the following subjects:

CONTACT DETAILS

SOFT COPY OF DOCUMENTS