

## Republic of the Philippines Department of Education Region IV-A (CALABARZON) DIVISION OF CAVITE

**Trece Martires City** 



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June 23, 2015

MEMORANDUM No. 39 s., 2015

### STRENGTHENING PAPERLESS COMMUNICATION SYSTEM IN SCHOOLS

TO: Assistant Schools Division Superintendent
OIC – Office of the Assistant Schools Division Superintendent
Education Program Supervisors
Elementary / Secondary School Heads
Elementary / Secondary Teachers

In cognizance of DepEd's thrust to strengthen paperless communication system in school, all school personnel are enjoined to adopt the following measures of the Division starting school year 2015-2016:

- a. Regular visit of the Official DepEd Cavite website (www.depedcavite.com.ph).
  - School heads or designated school personnel must regularly access the official
    website. In view of cost-effective means and eco-friendly efforts, all DepEd Cavite
    personnel are encouraged to take printing of any issuance or downloaded document
    as last option, since these may be saved and read through desktop PC, laptop, tablet
    or mobile phone.
- b. Online submission of reports.
  - All reports except for some administrative and financial matters must be submitted through Official gmail accounts. Please refer to Enclosure No. 1 for your guidance.
- c. Maximum utilization of official facebook accounts and group pages.
  - School must share documentation of school activities, best practices especially those relevant to teaching and learning and newsworthy stories through the school Facebook account. This must be shared or tagged to www.facebook.com/divisionofcaviteprovince.
  - School heads must frequently check the posts in Facebook group page DepEd Cavite Learning Leaders
- d. Computerization of school documents and forms.
  - Teachers MAY OR MAY NOT print their daily lesson logs (DLL) and lesson plans (LP). They may have digital copy saved to any available resources such as tablets, laptops, and mobile phones. It is emphasized that teachers have to ensure that they have access to digital copy anytime. Similarly teachers may submit DLL and LP in digital copy to the school head or designated personnel.
  - Also, electronic grading sheet will be utilized this school year. The E-Class Record Templates are available for download at Department of Education official website <a href="https://www.deped.gov.ph">www.deped.gov.ph</a> under Resources > Downloads > E – Class Record Templates.

This Office emphasizes that teachers are NOT forced to buy laptops since the Cavite Provincial Government will provide tablets to all public elementary and secondary teachers. They may also use the computer laboratories or e-classrooms of the school.

For more information or clarification, all concerned may email Ms. Mignon Cecille Mangoba, Division Information Technology Officer at <a href="mailto:depedcavite.ict@gmail.com">depedcavite.ict@gmail.com</a>

Immediate dissemination of this memorandum is desired.

CHERRYLOU D. DE MESA
OIC, Schools Division Province



# Republic of the Philippines Department of Education Region IV-A (CALABARZON) DIVISION OF CAVITE



**Trece Martires City** 

## Enclosure No. 1 Division Memorandum no. 38, s. 2015

## **OFFICIAL G-MAIL ACCOUNTS**

Carry Carr	OFFICIAL G-MA	
Mathematics Araling Panlipunan (AP)  Science Bedecavite ap@gmail.com Science Edukasyon sa Pagapapakatao (EsP) Edukasyon sa Pagapatalom depedcavite. Inglogmail.com depedcavite	Learning Area/Section	G-Mail Account
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Personnel depedcavite.personnel@gmail.com  Legal depedcavite.legal@gmail.com  ALS depedcavite.ALS@gmail.com  Adopt-A-School Program/Brigada Eskwela depedcavite.asp@gmail.com  Learning Resource Management & Development depedcavite.lrmd@gmail.com  Disaster Risk and Reduction Management depedcavite.drrm@gmail.com  Senior High School depedcavite.shs@gmail.com	Supply	depedcavite.supply@gmail.com
Personnel depedcavite.personnel@gmail.com Legal depedcavite.legal@gmail.com ALS depedcavite.ALS@gmail.com Adopt-A-School Program/Brigada Eskwela depedcavite.asp@gmail.com Learning Resource Management & Development depedcavite.lrmd@gmail.com Disaster Risk and Reduction Management depedcavite.drrm@gmail.com Senior High School depedcavite.shs@gmail.com	Accounting	depedcavite.accounting@gmail.com
ALS  Adopt-A-School Program/Brigada Eskwela  Learning Resource Management & Development  Disaster Risk and Reduction Management  Senior High School  Disaster ALS@gmail.com  depedcavite.asp@gmail.com  depedcavite.lrmd@gmail.com  depedcavite.drrm@gmail.com  depedcavite.shs@gmail.com	Personnel	
ALS  Adopt-A-School Program/Brigada Eskwela  Learning Resource Management & Development  Disaster Risk and Reduction Management  Senior High School  Disaster ALS@gmail.com  depedcavite.asp@gmail.com  depedcavite.lrmd@gmail.com  depedcavite.drrm@gmail.com  depedcavite.shs@gmail.com	Legal	depedcavite.legal@gmail.com
Learning Resource Management & Developmentdepedcavite.lrmd@gmail.comDisaster Risk and Reduction Managementdepedcavite.drrm@gmail.comSenior High Schooldepedcavite.shs@gmail.com		
Learning Resource Management & Developmentdepedcavite.lrmd@gmail.comDisaster Risk and Reduction Managementdepedcavite.drrm@gmail.comSenior High Schooldepedcavite.shs@gmail.com	Adopt-A-School Program/Brigada Eskwela	depedcavite.asp@gmail.com
Disaster Risk and Reduction Management <u>depedcavite.drrm@gmail.com</u> Senior High School <u>depedcavite.shs@gmail.com</u>		depedcavite.lrmd@gmail.com
Senior High School <u>depedcavite.shs@gmail.com</u>	Disaster Risk and Reduction Management	
		depedcavite.shs@gmail.com
	Division Help Desk (for all queries or complaints)	depedcavite.help@gmail.com