



Republic of the Philippines  
Department of Education  
Region IV-A (CALABARZON)  
**DIVISION OF CAVITE**  
Trece Martires City



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](http://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](https://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 [www.deped.gov.ph](http://www.deped.gov.ph) 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 [depedcavite.ict@gmail.com](mailto:depedcavite.ict@gmail.com)

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**

<b>Learning Area/Section</b>	<b>G-Mail Account</b>
Division Office	<a href="mailto:depedcavite@gmail.com">depedcavite@gmail.com</a>
Mathematics	<a href="mailto:depedcavite.mathematics@gmail.com">depedcavite.mathematics@gmail.com</a>
Araling Panlipunan (AP)	<a href="mailto:depedcavite.ap@gmail.com">depedcavite.ap@gmail.com</a>
Science	<a href="mailto:depedcavite.science@gmail.com">depedcavite.science@gmail.com</a>
Edukasyon sa Pagapapakatao (EsP)	<a href="mailto:depedcavite.esp@gmail.com">depedcavite.esp@gmail.com</a>
Filipino	<a href="mailto:depedcavite.filipino@gmail.com">depedcavite.filipino@gmail.com</a>
English	<a href="mailto:depedcavite.english@gmail.com">depedcavite.english@gmail.com</a>
MAPEH	<a href="mailto:depedcavite.mapeh@gmail.com">depedcavite.mapeh@gmail.com</a>
TLE/EPP	<a href="mailto:depedcavite.tlepp@gmail.com">depedcavite.tlepp@gmail.com</a>
SPED	<a href="mailto:depedcavite.sped@gmail.com">depedcavite.sped@gmail.com</a>
Kindergarten	<a href="mailto:depedcavite.kinder@gmail.com">depedcavite.kinder@gmail.com</a>
Campus Journalism	<a href="mailto:depedcavite.cj@gmail.com">depedcavite.cj@gmail.com</a>
Mother Tongue	<a href="mailto:depedcavite.mtb@gmail.com">depedcavite.mtb@gmail.com</a>
Educational Facilities	<a href="mailto:depedcavite.efs@gmail.com">depedcavite.efs@gmail.com</a>
Flexible Learning Options (Open High School Program, MISOSA, E-Impact, Multigrade)	<a href="mailto:depedcavite.flo@gmail.com">depedcavite.flo@gmail.com</a>
Office of the Schools Division Superintendent	<a href="mailto:depedcavite.officeofthesds@gmail.com">depedcavite.officeofthesds@gmail.com</a>
Office of the Asst. Schools Division Superintendent	<a href="mailto:depedcavite.ASDS@gmail.com">depedcavite.ASDS@gmail.com</a>
Administrative	<a href="mailto:depedcavite.ao@gmail.com">depedcavite.ao@gmail.com</a>
Planning	<a href="mailto:depedcavite.planning@gmail.com">depedcavite.planning@gmail.com</a>
Information & Communications Technology	<a href="mailto:depedcavite.ict@gmail.com">depedcavite.ict@gmail.com</a>
Curriculum Implementation Division	<a href="mailto:depedcavite.cid@gmail.com">depedcavite.cid@gmail.com</a>
School Governance and Operations Division	<a href="mailto:depedcavite.sgod@gmail.com">depedcavite.sgod@gmail.com</a>
Records	<a href="mailto:depedcavite.records@gmail.com">depedcavite.records@gmail.com</a>
Private	<a href="mailto:depedcavite.privateschools@gmail.com">depedcavite.privateschools@gmail.com</a>
Cashier	<a href="mailto:depedcavite.cashier@gmail.com">depedcavite.cashier@gmail.com</a>
Medical and Dental	<a href="mailto:depedcavite.medical@gmail.com">depedcavite.medical@gmail.com</a>
Supply	<a href="mailto:depedcavite.supply@gmail.com">depedcavite.supply@gmail.com</a>
Accounting	<a href="mailto:depedcavite.accounting@gmail.com">depedcavite.accounting@gmail.com</a>
Personnel	<a href="mailto:depedcavite.personnel@gmail.com">depedcavite.personnel@gmail.com</a>
Legal	<a href="mailto:depedcavite.legal@gmail.com">depedcavite.legal@gmail.com</a>
ALS	<a href="mailto:depedcavite.ALS@gmail.com">depedcavite.ALS@gmail.com</a>
Adopt-A-School Program/Brigada Eskwela	<a href="mailto:depedcavite.asp@gmail.com">depedcavite.asp@gmail.com</a>
Learning Resource Management & Development	<a href="mailto:depedcavite.lrmd@gmail.com">depedcavite.lrmd@gmail.com</a>
Disaster Risk and Reduction Management	<a href="mailto:depedcavite.drrm@gmail.com">depedcavite.drrm@gmail.com</a>
Senior High School	<a href="mailto:depedcavite.shs@gmail.com">depedcavite.shs@gmail.com</a>
Division Help Desk (for all queries or complaints)	<a href="mailto:depedcavite.help@gmail.com">depedcavite.help@gmail.com</a>