



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

06 Jan 2025

DIVISION MEMORANDUM
OSDS No. **005** s. 2025

**NAMING CONVENTION OF THE OFFICIAL FACEBOOK PAGES AND OTHER
SOCIAL MEDIA ACCOUNTS OF THIS SCHOOLS DIVISION AND SCHOOLS**

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
Designated Division Information Officer
Designated School Information Coordinators
All Others Concerned

1. In reference to Region Memorandum ORD-2024-052 on **Naming Convention of the Division and School's Official Facebook Pages and Other Social Media Accounts** as part of the continuous efforts to improve communication and maintain transparency with the public, this office directs all personnel concerned to ensure that official Facebook pages managed by SDO and schools maintain a professional, consistent, and easily identifiable naming convention. This will help ensure that the public can easily recognize and engage with the legitimate social media accounts of our offices.

2. Hence, the Office of the Schools Division Superintendent – Public Affairs and Information Office encourages this SDO and Schools within the jurisdiction of the SDOSC to comply with the following naming convention:

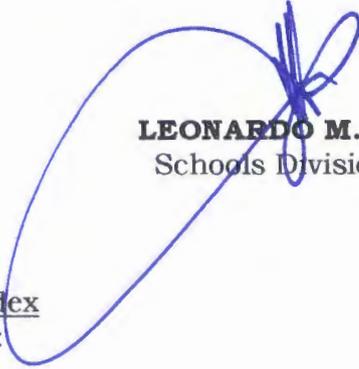
Division Office: DepEd RXII SDO (SDO Name)
School: DepEd RXII (School Name)

3. The Division Information Officer and the School Information Coordinators shall ensure the SDO and schools' compliance. The DIO shall update the Region's directory through this link: <https://bit.ly/R12FacebookPagesDirectory> on or before January 10, 2025.



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6. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: None
Reference: RM ORD-2024-052
To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATIONS

MTSH/DM-naming convention of the official FB pages of this SDO and schools
0000/January 06, 2025