



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF CAPIZ

July 4, 2024

**DIVISION MEMORANDUM**  
No. **386** s. 2024

**CREATION OF SDO CAPIZ PERSONNEL SECTION FACEBOOK PAGE**

TO : Public Schools District Supervisors  
All Others Concerned

1. To establish a social media network and intensify awareness on the information, announcements, and activities of the Personnel Section, this Office announces the creation of **SDO Capiz Personnel Section** Facebook page account with the URL <https://www.facebook.com/sdocapiz.personnel>.
2. The objectives of the Section FB page are:
  - a. post relevant and timely write-ups and announcements for the general public and stakeholders;
  - b. share content posted on official FB Pages of the Central/Regional/Division Office;
  - c. promote best practices and achievements of the Personnel Section and Schools Division Office;
  - d. respond to personnel-related queries/messages; and
  - e. promote collaboration with personnel section employees for various concerns received.
3. To monitor the Page more effectively, the HRMO is advised to designate an **Administrator** to serve as oversight manager for all social media activities.
4. Immediate dissemination of this Memorandum is desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Encl.: None  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

DDB/ DM\_FBPage  
010/ July 4, 2024



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