



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

May 17, 2024

DIVISION MEMORANDUM

No. 113, s. 2024

IMPLEMENTATION OF GUIDELINES IN THE PROPER USE OF INTERNET SERVICES THROUGH MANAGING NETWORK CREDENTIAL IN THE DIVISION OF NORTHERN SAMAR

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Unit Heads/Section Heads
Division Personnel
All Others Concerned

1. In accordance with the DepEd Order No. 105, Series of 2009, dated October 13, 2009, this office, through the ICT Unit, shall implement a network usage enhancement through managing network credentials of every personnel using the internet service of the division office to avoid unauthorized access, stipulated in the DO 105, s. 2009 item number 8.
2. This enhancement aims to ensure that internet service is used responsibly and primarily for educational and administrative purposes. Internet access should be used to support educational research, instruction, and professional development. Personal use should be limited and should not interfere with work responsibilities.

Activities that are illegal, unethical, or that can compromise the security and integrity of the DepEd Division office's network are strictly prohibited.

This includes, but is not limited to, accessing offensive and/or subversive content, downloading of unauthorized files, software, and engaging in online gaming during working hours. All internet usage may be monitored, and violations of the guidelines may result in disciplinary action.

3. As the Internet is known to be a place where a lot of information can be extracted and shared to educate people, it is also filled with dangerous software/programs (*malicious software*) that may steal important information, destroy, or even use anybody's computer without his/her knowledge and harm others.



Hence, all personnel are encouraged to use their respective network credentials (*username and password*) which shall be provided by the ICT office. Personnel from the field and guests shall also be provided with voucher codes for them to have limited internet access.

4. In view of the above, all concerned are directed to review and strictly adhere to the guidelines stipulated in DO 105, S. 2009 dated October 13, 2009.
5. For guidance and compliance.


GAUDENCIO C. ALJIBE JR., PhD, CESO VI
OIC-Schools Division Superintendent

Enclosure: As stated,

References: DepEd Order 105, s. 2009 Dated Oct. 13, 2009

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

ICT Internet Service Guidelines