



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

April 14, 2026

**DIVISION MEMORANDUM**

No. 219, s, 2026

**RENAMING OF SOCIAL MEDIA PAGES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Legal Officer III  
Senior Education Program Specialists for Social Mobilization and  
Networking  
Public School District Supervisors (PSDSs) / Principals In-Charge of the  
District (PIDs) / Head Teacher In-Charge of the District (HTID)  
School Heads (SHs) of Public and Private Elementary, Secondary and  
Integrated Schools  
All Others Concerned

1. Attached is Regional Memorandum No. 354, s. 2026 titled, **Renaming of Social Media Pages** which is self-explanatory.
2. Immediate dissemination of and compliance with this Memorandum are desired.

  
**FELICIANO C. BUENAFE, JR., CESO VI**  
Schools Division Superintendent



Poblacion, Numancia, Aklan  
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Enclosure and reference: as stated  
To indicate in the Perpetual Index  
under the following subjects:

**DISTRICTS AND SCHOOLS**  
**EMPLOYEES**  
**MEDIA**  
**POLICY**  
**PROGRAMS**  
**RULES AND REGULATIONS**

/mbggp



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Republic of the Philippines  
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REGION VI-WESTERN VISAYAS

APR 07 2026

REGIONAL MEMORANDUM  
No. 354 s. 2026

**RENAMING OF SOCIAL MEDIA PAGES**

To: OIC-Assistant Regional Director  
Schools Division Superintendents  
Regional Functional Division Chiefs and Unit Heads  
Regional Information Officer  
Division Primary and Alternate Information Officers  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In compliance with DepEd Order No. 007, s. 2026 titled Media Management Guidelines, all Regional Office Functional Divisions and Units, Divisions and Units in the Schools Division Offices, and Public Elementary and Secondary Schools with official social media accounts are advised to rename their social media pages to the approved syntax as indicated in Annex A of the above-stated DepEd Order on or before **April 21, 2026**.
2. **All Functional Divisions and Units in the Regional Office** are requested to submit the **RO Reporting Template**, duly signed by the head of office and approved by the Regional Director, to the Public Affairs Unit.
3. **All Divisions and Units in the Schools Division Offices** are requested to submit the **SDO Reporting Template**, duly signed and approved by the Schools Division Superintendent, to the Primary and/or Alternate Information Officer.
4. **All Public Elementary and Secondary Schools** are requested to submit the **School Reporting Template**, duly signed and approved by the School Head, to the SDO Primary and/or Alternate Information Officer.
5. **All SDOs, through the Primary and/or Alternate Information Officer**, are requested to submit a report, duly consolidated and approved at the SDO level, using the **Consolidated Reporting Template** on or before **April 30, 2026**.
6. All templates can be accessed through <https://bit.ly/SocMedReportingTemplates>.




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7. Should there be a concern or clarification regarding this matter, contact Hernani D. Escullar Jr. via mobile: 09274391118 / 09605950838 or email: hernani.escullarjr@deped.gov.ph.

8. Immediate dissemination of and compliance with this Memorandum are desired.

  
**CRISTITO A. ECO, CESO III**  
Regional Director

Encl.: RO, SDOs, Schools, and Consolidated Reporting Templates

Reference: DO 007, s. 2026

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

BUREAUS AND OFFICES  
EMPLOYEES  
MEDIA  
POLICY  
PROGRAMS  
RULES AND REGULATIONS  
SCHOOLS

HDE/Folio - Template for issuance  
DepEDRO6-PAU-Com-2026-0077/April 6, 2026



Republic of the Philippines  
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Compliance to DepEd Order No. 007, s. 2026 (Media Management Guidelines)

**RO Reporting Template**

Functional Division/Unit		
With Socmed Page?	Yes ( )	None ( ) <small>If none, write N/A on the succeeding rows</small>
Date of renaming		
Old Social Media Name		
Old Social Media URL		
NEW Social Media Name (as indicated in Annex A of DO 007, s. 2026)		
NEW Social Media URL (if applicable)		
Prepared by: <small>(Socmed Admin)</small>		
Reviewed by: <small>(Head of Division/Unit)</small>		
Approved by:	<b>CRISTITO A. ECO, CESO III</b> Regional Director	
Recorded by: <small>(Public Affairs Unit)</small>		

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Certificate No. PHP QMS 24 01 0004



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**SDO Reporting Template**

Functional Division/Unit		
With Socmed Page?	Yes ( )	None ( ) If none, write N/A on the succeeding rows
Date of renaming		
Old Social Media Name		
Old Social Media URL		
NEW Social Media Name (as indicated in Annex A of DO 007, s. 2026)		
NEW Social Media URL (if applicable)		
Prepared by: (Socmed Admin)		
Reviewed by: (Head of SDO/Division/Unit)		
Approved by: (SDS/ASDS)		
Recorded by: (Primary or Alternate Information Officer)		



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**School Reporting Template**

Name of School		
With Socmed Page?	Yes ( )	None ( ) If none, write N/A on the succeeding rows
Date of renaming		
Old Social Media Name		
Old Social Media URL		
NEW Social Media Name (as indicated in Annex A of DO 007, s. 2026)		
NEW Social Media URL (if applicable)		
Prepared by: (Socmed Admin)		
Approved by: (School Head)		
Received and Recorded by: (SDO Primary or Alternate Information Officer)		



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**ANNEX A**

**Sample Naming Convention for Social Media Page/Account**

Governance Level	Name Format	Sample
Central Office	DepEd [Bureau/Service/Office Name]	DepEd Disaster Risk Reduction and Management Service
Regional Office	DepEd [Region Name]	DepEd Region 10
Regional Office unit	DepEd [Region] [Office/Unit Name]	DepEd NCR Legal Office
Division Office	DepEd [Division Name]	DepEd Cotabato City
Division Office unit	DepEd [Division Name] [Office/Unit Name] Note: Do not add other names	DepEd Rizal Human Resource and Management Office
School	[School Name]	DepEd Arinda Elementary School
Schools with similar name as other schools	[School Name] - [City]	DepEd Santo Niño Elementary School - Pasig City
Schools with names exceeding the character limit	[School Acronym] - [City]	DepEd GEANHS Imus City





