



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



June 4, 2025

Division MEMORANDUM

No. 06-167, 2025

**GUIDELINES ON THE PROPER USE OF INTERNET SERVICE
IN THE OFFICE AND SCHOOLS**

To: Assistant Schools Division Superintendent
Functional Division Chiefs
All Elementary and Secondary School Heads
All Teaching and Non-Teaching Personnel
This Division

1. In accord with the Department of Education's intention to adapt to the advances of technology and to enable the teachers, students, and personnel to have unlimited learning resources useful for research, study, communication and service purposes, DepEd Order No. 105, s. 2009, and other subsequent issuances pertaining to the Guidelines in Managing the Proper Use of Internet Services in all Administrative Offices and Schools was issued.
2. Hence, this Memorandum serves as a reminder to all employees in this division regarding the appropriate use of Internet connectivity, including its limitations and prohibitions during work hours.
3. Effective immediately, access to websites and applications that are not directly related to your work responsibilities during official work hours is strictly prohibited. This includes, but is not limited to:
 - *Social media networking sites (Facebook, Twitter, Instagram)*
 - *Personal shopping websites*
 - *Online games*
 - *Streaming services (Netflix, YouTube)*
 - *Other non-work-related websites*
4. Moreover, to avoid malicious software that may jeopardize and steal important information and being victimized by such hazards, strict compliance of this Memorandum is enjoined.
5. The IT Officer is hereby directed to monitor all Internet usage including network traffic and with or without notice, to limit or restrict any employee's Internet usage privileges. Likewise, Internet access is only granted to a limited number of users specified by the head of office and therefore identified as authorized users.
6. Thus, access provided to employees shall only be for the purpose of study, research, service and other activities, which must be in the conduct of official business or in furtherance of the mission and purpose of DepEd;



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7. Please understand that the use of office resources for personal activities can negatively impact work performance, network bandwidth, ultimately affecting productivity.
8. As part of Internet security, attempts to access these and other non-work-related sites shall be discouraged and/or blocked. All sites that are visited and revisited by the users should be recorded for monitoring purposes. Accessing of prohibited sites will be considered a violation of the DepEd Internet usage policies.
9. Internet access shall not be used to conduct personal business, play computer games, gamble, run a business, conduct political campaigns, activities for personal gain, or to take part in any prohibited or illegal activity.
10. Immediate dissemination and strict compliance to this Memorandum is desired.


MANUEL O. CABERTE

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl. None

Reference: DO No. 105, s. 2009

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

INTERNET CONNECTIVITY