



April 26, 2019

DIVISION MEMORANDUM  
NO. 181, s.2019

**TRAINING OF SCHOOL MANAGEMENT INFORMATION SYSTEM (SMIS),  
ROLLOUT OF WORKPLACE BY FACEBOOK AND  
INTRODUCTION OF OFFICE 365**


**TO: Public Elementary and Secondary School Head  
Public Elementary and Secondary School ICT Coordinators  
Division Information Technology Officer  
HRDD  
All Others Concerned**

1. School Management Information System (SMIS), developed by Mr. Fernando Enad of San Agustin NHS, is a system designed to organize and automate school records for faster and more accurate delivery of data and services to our clients and stakeholders. The said system won as the Best ICT Innovation - Governance Category during the Regional ICT Summit 2017.
2. Workplace by Facebook is a dedicated and secure space for companies to connect, communicate and collaborate. Organizations of all sizes can use familiar Facebook features such as News Feed, groups, messages and events to get things done. It's never been more important for educational organizations to find and deploy the right work tools. This is a separate platform from Facebook that we now use and are familiar with. Workplace has the same look and feel but will only be limited to DepEd employees and officials and will be used for official communications at the department. These platforms will help empower education professionals and institutions to connect and collaborate more effectively now and in the future.
3. The Department of Education (DepEd) through the Information and Communications Technology Service – Solutions Development Division (ICTS-SDD) will be providing all personnel at the Regional, Division, and School Levels with Office 365 Accounts.

4. In line with this, the **School ICT Coordinator and one School Teacher (to be identified by the ICT Coordinator)** are called to attend School Management Information System Training, Rollout of Workplace by Facebook and Introduction of Office 365 on **May 8-9, 2019** at **JJ's Seafood Village, K of C Drive, Gallares St., Tagbilaran City, Bohol**.
5. All participants are required to pre-register online thru this link: **<http://bit.ly/systemrollout>** on or before May 6, 2019.
6. The participants are entitled for service credits in accordance with DepEd Order No. 53, s. 2003 "Updated Guidelines on Grant of Vacation".
7. A registration fee of **Seven Hundred Pesos (Php700.00) per participant** to cover two meals and four snacks for two days shall be charged against division/school MOOE. **Registration will start at 8:00 AM on May 8, 2019**. Transportation and other incidental expenses relative to the conduct of this training/rollout shall be charged against School MOOE subject to the usual accounting and auditing rules and regulations.
8. The participants must bring the following:
  - i. Laptop
  - ii. USB Flash drive
  - iii. Extension wire
  - iv. DTR
9. This Memorandum serves as Travel Order.
10. For information, guidance and compliance

**NERI C. OJASTRO, Ed.D., CESE**  
Assistance Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

FOR THE SDS

  
ELISEA G. DE LA TORRE  
Chief, CID