



Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**  
Archbishop Reyes Street, Kalibo, Aklan



January 15, 2018

**DIVISION MEMORANDUM**

No. 27, s. 2018

**DISSEMINATION OF ISSUANCES AND OTHER INFORMATION AT THE DISTRICTS,  
SCHOOLS AND LEARNING CENTERS THROUGH THE DEPARTMENT OF  
EDUCATION CENTRAL, REGIONAL AND DIVISION OF AKLAN WEBSITES**

To: **Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Principals/Head Teacher In-Charge of the District  
Senior/Education Program Specialists  
Public and Private Elementary, Secondary and Integrated  
School Heads  
All Others Concerned**

1. This is to announce to the field that DepED – Division of Aklan has launched the DepED Division of Aklan website with URL **depedaklan.org** as an additional platform to the already existing Department of Education national and regional websites.
2. The objective of this initiative is to institutionalize a more effective and efficient system of information dissemination at the districts, schools, and learning centers using ICT, considering that all districts in the division have access to the internet.
3. This system will minimize the travel of personnel concerned just to retrieve information at the division office. This will also speed up the delivery of and minimize the cost of production of hard copies of issuances and other information.
4. In order to ensure proper dissemination of information, the following scheme shall be implemented in terms of the websites' use:
  - a. Each district/school/learning center shall assign the District Administrative Assistant in the case of districts or other personnel which may be assigned by the PSDS/PID/HTID, and, in the case of schools, the personnel entrusted by the school head, as the personnel in-charge of accessing and downloading the pertinent documents/files at the website.  
These assigned personnel will be responsible in accessing the **national, regional, and division** websites.

*"May katawhayan ag kalipayan sa among mga escuelahan."*

- b. The schedule for the abovementioned activity may be every **Monday, Wednesday, and Friday morning during the first office hour and Friday afternoon before the close of the office.**

It is understood that the office concerned should adjust accordingly for holidays.

- c. Likewise, the office concerned should maintain a record of documents/files accessed and downloaded, the format of which is enclosed, for record and accountability purposes.
5. The district/school/learning center is encouraged to implement enhancements to this suggested system so as to increase the efficiency and effectiveness of the use of the three levels of DepED websites.
6. Strict compliance with and wide dissemination of this memorandum is highly enjoined.



**JOSE NIRO R. NILLASCA**

Education Program Supervisor

In-Charge

Office of the Assistant Schools Division Superintendent

In-Charge of the Division

Enclosure: As stated

Reference: None

Enclosure to Div. Memo. No. 27, s. 2018

**RECORD ON THE UTILIZATION OF DEPED NATIONAL, REGIONAL, AND  
DIVISION OF AKLAN WEBSITES**

District/School/Learning Center \_\_\_\_\_  
Month \_\_\_\_\_

Date	Complete Names/Titles of Files Accessed	Name and Signature of Personnel who Accessed/downloaded	Name and Signature of Personnel to whom the file was routed/given	Date the file was routed/given

Note: A copy of this form shall be filed at the office of the  
PSDS/PID/HTID/School Head.