



Republic of the Philippines
Department of Education
CARAGA ADMINISTRATIVE REGION
J.P. Rosales Avenue, Butuan City



REGIONAL MEMORANDUM
No. 400, s.2018



August 3, 2018

OFFICIAL WEBSITE OF DEPED REGION XIII

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Heads, Public and Private Elementary and Secondary Schools
All others Concerned

1. The official website of DepEd Caraga is now available and can be accessed by the public at any time through ***caraga.deped.gov.ph*** using any web browser in any device.
2. The website holds the necessary information and mechanisms including but not limited to:
 - a. Issuances (memo, order, advisory, press release, story) ;
 - b. announcements;
 - c. procurement notices and awards;
 - d. upcoming events;
 - e. citizens' charter;
 - f. career/job opportunities
 - g. offices and organizational charts
 - h. links to information systems (EBEIS, LIS, Ehris, LRMDS)

3. To maximize the utilization of the DepEd Caraga Website, the following issuances shall no longer be sent through emails but through the website starting **August 13, 2018** :
 - a. Regional Memorandum
 - b. Regional Order
 - c. Regional Advisory
 - d. Press Release
4. All issuances shall be strictly coursed through the Records Section for uploading, releasing and downloading.
5. Any of the issuances enumerated above which are not posted at our official website but received via other media shall be considered **UNOFFICIAL**.
6. Attached is the Technical Guidelines and Users Manual for your reference.
7. Immediate dissemination and strict compliance with this Order is directed.


FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director

Reference:

Executive Order No. 47 s.2011
To be indicated in the Perpetual Index
Under the following subjects:

Data

Schools

Policy

Students

Pupils



Deped Caraga Regional Website

TECHNICAL GUIDELINES & USERS MANUAL

DEPED Caraga Region

ICT Unit

June 2018

Revision Sheet

Release No.	Date	Revision Description
Rev. 0	06/01/2018	User's Manual

TECHNICAL GUIDELINES & USER'S MANUAL

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1.0 GENERAL INFORMATION

A. GENERAL INFORMATION

1.1 Website Overview

The Deped Caraga regional website (<http://caraga.deped.gov.ph/>) serves as a communication channel between the regional office and the division offices including individuals and other organization that needs information from the regional office. In exchange to the traditional way of providing information to the division offices which is through emails, all regional issuances and resources will now be catered by the regional website. This website is compliant to the standardized Government Website Template (GWT) to experience ease in navigation and use of digital assets. The GWT was an initiative of the Integrated Government Philippines (iGovPhil) program of DOST that is now handled by the Department of Information and Communications Technology (DICT). In addition, the regional website is also hosted at the Government Cloud which is also developed by iGovPhil thereby providing additional level of security for the Deped Regional Website. Both the website and the hosting services are provided free of charge by the DICT.

Regional issuances and resources include:

- Regional Memorandum
- Regional Orders
- Unnumbered Memorandum
- Regional Advisories
- Press Releases
- Official Statements
- Videos
- Images
- Stories
- Datasets
- Infographics
- Announcements
- Vacancies

1.2 Roles and Responsibilities

Roles	Responsibilities	Responsible Unit/Division
Chief Information Officer (CIO)	Oversees the entire website management	Regional Director's Office
Web Content Manager	Checks and Approves new information to the website	Records Unit (Memos, Bulletins, Advisories, Orders) Public Affairs Unit (Press Releases, Announcements) Bids and Awards Committee (Procurement opportunities) Personnel Section (Vacancies)
Webmaster	Administers the overall content management and Maintenance	ICT Unit
Editorial Staff	Adds/updates respective web content assigned by the Webmaster	Public Affairs Unit
Content Author/s	Provides the Web Content Manager content and/or updates the previously posted information whenever necessary	Requesting offices and staff

1.3 Authorized Use and Permission

The regional website can be used and accessed by any individual who has direct access to the internet by typing the official domain name <http://caraga.deped.gov.ph> in their computer's web browsers. No login is required to users who just want to see or retrieve information from the website. Login is only necessary to users who are tasked to upload relevant contents into the website database. The user account credentials will be provided by the Information and Communications Technology (ICT) unit. Each authorized personnel of every unit or division will be provided individual user account credentials. The user account will also serve as the tool to determine the writer/author of the content in the website. Any other staffs from the regional office who wish to publish their stories or other documents in the regional website will be

assisted by the Public Affairs Unit (PAO). The PAO will upload these documents and have the name of the original authors placed at the bottom of the content.

1.4 Acronyms and Abbreviations

ICT:	Information and Communication Technology
PAO:	Public Affairs Unit
GWT:	Government Web Template
iGovPhil:	Integrated Government Philippines
CIO:	Chief Information Officer

2.0 USING THE WEBSITE

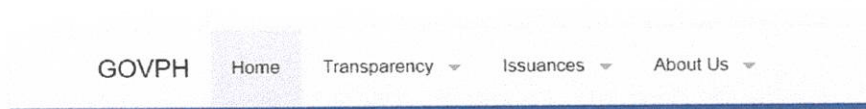
B. USING THE WEBSITE

2.1 Accessing the Website

The official domain name for the website is <http://caraga.deped.gov.ph>. By default, the user will be redirected to the website home page.

2.2 Website Main Menu

The main menu of the website is composed of four links namely the **Home**, **Transparency**, **Issuances**, and **About Us**. This menu might be changed in the future updates/versions of this website.



2.2.1 Home

The Home link will redirect the user to the home page or the default page of the website.



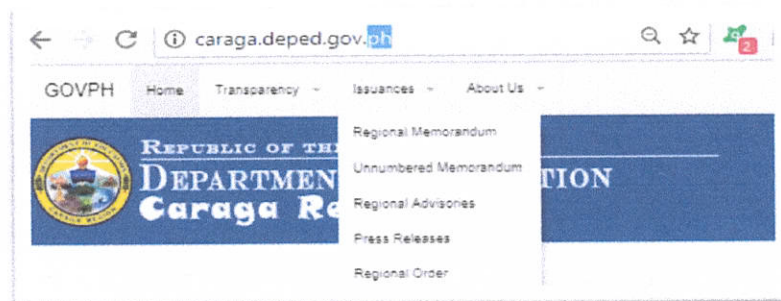
2.2.2 Transparency

The transparency link is comprised of four sub links which are the **announcements, careers, citizen's charter, and procurement.**



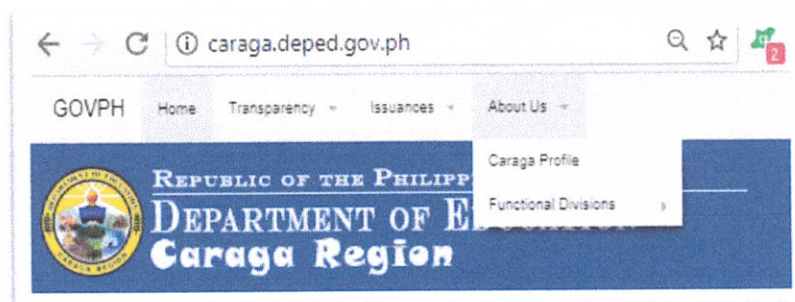
2.2.3 Issuances

The Issuances link is also composed of four links which include **Regional Memorandum, Unnumbered Memorandum, Regional Advisories, Press Releases, and Regional Order.** Changes on this link might happen on the future updates or revisions of the regional website.



2.2.4 About Us

This link provides options to the user whether to go to the **Caraga Profile** page or to the **Functional Divisions** pages.



3.0 DOWNLOADING OF FILES

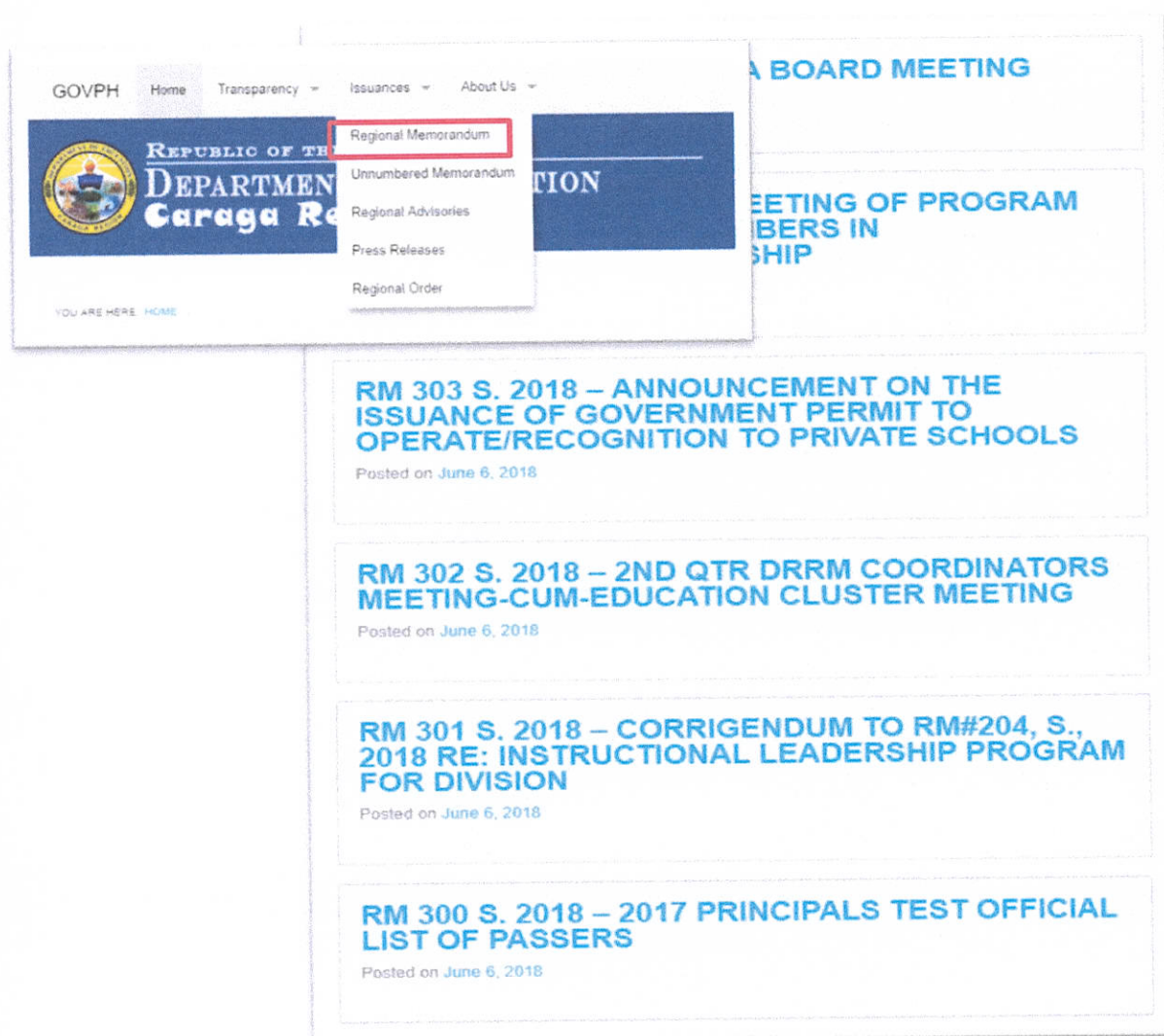
C. DOWNLOADING OF FILES

3.1 DOWNLOADING OF ISSUANCES

Downloading of issuances is quite straightforward. User will just select from the different links that appear when the **Issuances** link from the main menu is hovered. The website will direct to the issuance page that lists all the issuances in decreasing order – the latest issuance will appear at the topmost part of the list in the webpage. User will select the desired issuance from the list by clicking it and then the webpage will display the content from a **Portable Document Format** (pdf) file of the issuance. Below the content of the file is the **Download PDF** link. Once clicked, the browser will download the pdf file to the user's computer.

3.1.1 Downloading Memorandum

To download a memorandum, user needs to select the **Regional Memorandum** link from the **Issuances Menu** by clicking it and then the website will automatically redirect to the memorandum list page.



Posted on June 6, 2018

T.D. 2018-06-07 14



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Caraga Administrative Region
 Butuan City



June 4, 2018

REGIONAL MEMORANDUM
 No. 305 s. 2018

CARAGA REGIONAL ASSOCIATION OF SECONDARY SCHOOL ADMINISTRATORS (CARASSA) BOARD MEETING

To: Schools Division Superintendents
 Asst. Schools Division Superintendents
 CARASSA Officers & Board of Directors

1. The Caraga Regional Association of Secondary School Administrators (CARASSA) shall hold its Board Meeting on June 11, 2018 at the Teacher Development Center, Regional Office, Butuan City from 8:00 a.m. to 5:00 p.m.
2. The objectives of the activity are to:
 - a. Present the Financial Report of the association;
 - b. Craft the 2018 CARASSA Congress Program of Activities;
 - c. Create different working committees in preparation for the Congress; and
 - d. Other matters.
3. The participants of this meeting are the officers of CARASSA and the members of the Board of Directors including the CARASSA consultant, Dr. Isidro M. Biol, Jr. Please see the Enclosure for the participants.
4. A registration fee of Five Hundred Pesos (P500.00) shall be collected from each participant to defray expenses for meals (lunch) with morning and afternoon snacks. The registration fee and travelling expenses of participants shall be charged against the local/school MOOE funds subject to the usual accounting and auditing rules and regulations.
5. Wide dissemination of this memorandum to all concerned is highly desired.

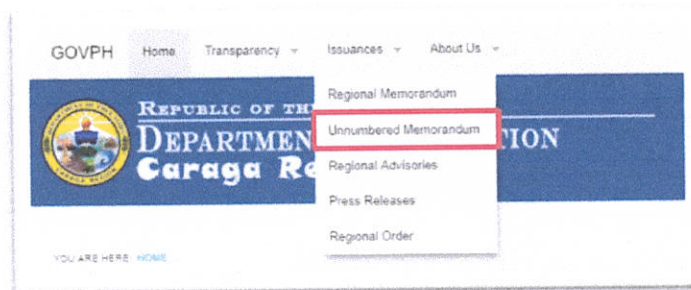
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ESTER C. GORNA, Ph.D., CESO IV
 Regional Director

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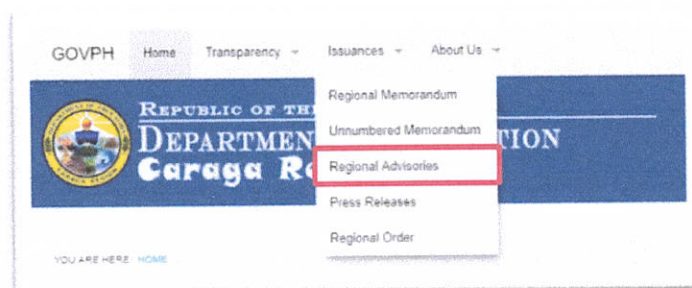
3.1.2 Downloading Unnumbered Memorandum

To download an unnumbered memorandum, user needs to select the **Unnumbered Memorandum** link from the **Issuances Menu** by clicking it and then the website will automatically redirect to the unnumbered memorandum list page.



3.1.3 Downloading Regional Advisories

To download an unnumbered memorandum, user needs to select the **Regional Advisories** link from the **Issuances Menu** by clicking it and then the website will automatically redirect to the regional advisories list page.



3.1.3 Downloading Regional Advisories

To download an unnumbered memorandum, user needs to select the **Regional Order** link from the **Issuances Menu** by clicking it and then the website will automatically redirect to the regional order list page.

