



April 4, 2019

DIVISION MEMORANDUM

No. 204 s, 2019

PROHIBITED ACCESS TO NON-WORK RELATED SITES AND APPLICATIONS

**TO: Assistant Schools Division Superintendents
Division Chiefs/ Supervisors /Coordinators / Specialists
District Supervisors /District OIC's/Caretakers
School Heads, Teachers (Elem and Sec)
All Others Concerned**

1. It has come to our attention that our website has been infected with virus, directing users to a page with obscene images. Also, there have been employees caught playing computer games while on shift.
2. ALL Division-Based Personnel as well as field personnel reporting for a shift at the Division Office are prohibited in accessing NON-WORK related sites and applications and NEVER to click on any pop-ups or view any material pornographic in nature. Anyone caught will be dealt with criminally and administratively.
3. The USE of laptop/PC is solely for official purposes only.
4. For information, immediate dissemination and strict compliance of all concerned.


RHEA MARIA. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent