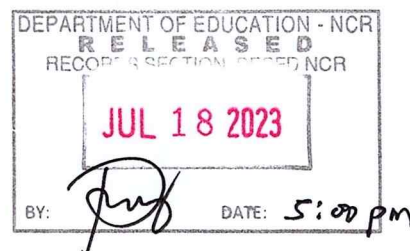





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM
ORD-2023-038

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
DIVISION INFORMATION TECHNOLOGY OFFICERS
SCHOOL ICT COORDINATORS

FROM : 
WILFREDO E. CABRAL, CESO III
Regional Director

SUBJECT : **SECURING OFFICES AND SCHOOL FACEBOOK ACCOUNT LOGINS**

DATE : **July 18, 2023**

1. To improve the security of our offices and school facebook accounts, this is to remind everyone to take the following steps to secure their logins:
 - a. Enable two-factor authentication: This adds an extra layer of security to your account by requiring a code from your mobile device or a security key in addition to your password when logging in.
 - b. Use security codes: Facebook can send security codes to your mobile device via SMS to help you log in securely.
 - c. Use security keys: You can use a physical security key or a compatible mobile device to help you log in securely.
 - d. Enable login alerts/notifications: You can receive notifications when someone logs into your account from an unrecognized device or browser.
 - e. Use one-time passwords: You can use a one-time password to log into Facebook from a public computer.
2. By following these steps, we can ensure that our offices and school facebook accounts are better protected against unauthorized access. For any questions or clarifications, you can contact your corresponding Division Information Technology Officers.
3. Widest dissemination of this memorandum is enjoined.



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