



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Meralco Avenue
Pasig City Philippines



*Same-Sama
sa DECS*

*Tanggapan ng Kalihim
Office of the Secretary*

March 22 2000

DECS MEMORANDUM
No 122, s 2000

DECS ELECTRONIC-MAIL GROUP (DECS e-group)

To Undersecretaries
Assistant Secretaries
Bureau/Service and Center Directors
Regional Directors
Schools Division/City Superintendents

1 The DLCS e-group communications system is now in full operation and is ready to serve all DEC's offices and schools with internet access

2 This is designed and managed by the Office of Undersecretary for External Affairs Victor Andres C Manhit to serve as an efficient system for fast dissemination of information between the DECS Central Office down to the Regional Division offices and to all schools who have internet access

3 It aims to

- a fast track information dissemination of DECS Memoranda, DECS Orders, Press Releases and other important communications from the DECS Central Office and
- b establish an efficient and very affordable communications network between all DECS offices

4 All regional division offices and schools who have internet access are hereby required to register their e mail address to the DECS e-group

5 All DECS offices and schools who are not yet connected to the internet but have local Internet Service Providers (ISP) servicing their area shall get an internet account immediately and register their e mail address to the DECS e-group

6 Acquiring and maintaining the ISP account must be in accordance with COA auditing rules

7 Expenses for the ISP account may be charged to local funds subject to usual accounting and auditing rules

8 To register send respective e-mail address to e_group@decs.gov.pl and/or cox@pa.mil.pl or call DECS - Technical Service at 636-4878, 632 13-61 loc 2045 and look for Ms Elaine Nepomuceno - DECS e-group Moderator

9 After registering as a member of the DECS e group, each office is required to assign a person responsible for checking and responding to e-mails on a daily basis. This must be established as a regular routine of all e group members.

10 Always reply to affirm receipt of all messages, and immediately inform DECS - Technical Service when changing e-mail address. All information received from the DECS e-group must be immediately disseminated to all concerned.

11 Immediate and wide dissemination of this Memorandum is enjoined.

Andrew B Gonzalez
ANDREW B GONZALEZ, FSC
Secretary

Reference
None

Allotment 1 (DO 50-97)

To be indicated in the Perpetual Index
under the following subjects

BUREAU & OFFICES
 INFORMATION TECHNOLOGY