



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

March 4, 2024

OFFICE MEMORANDUM

ORD-2024- **141**

UTILIZATION OF A WEB CONTENT UPLOAD FORM

To: Functional Division Chiefs
Section/Unit Heads
All Others Concerned

1. The Information and Communications Technology (ICT) Unit informs this Office that a Web Content Upload Form (WCUF) shall be used as a supporting document in the approval/disapproval of publishing contents to the DepEd RO8 website. The use of the form aims to address one of the Opportunities for Improvements identified and reported during the ISO 9001:2015 Certification Stage 2 Audit.
2. The WCUF shall be applied to materials or documents to be posted on the website which **do not belong** to any of the following categories:
 - Regional Office Issuances
 - Central Office Issuances
 - Procurement
3. The said form may be downloaded from the Knowledge Management Team Google Drive.
4. Immediate dissemination of and compliance with this memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director

ORD-ICTU-JAL

