



MEMORANDUM TO:

ALDEN M. ANTONIO
Information Technology Officer I

LIEGH S. ENAYO
Education Program Specialist II

JOSELITO B. ROSALIJOS
Head Teacher III/Bongabong NHS

CHRISTOPHERSON C. SAAVEDRA
Teacher II/Sumirap NHS

NORBIL Q. JULIO III
Teacher I/Lorenzo Tan NHS

FLORESIL D. ENAYO
Teacher I/Tangub City NHS

SUBJECT: DESIGNATION AS ADMINISTRATOR OF ASTRAL ACADEMY

DATE: June 19, 2020

In the exigency of service, you are hereby designated as **Administrators of Astral Academy Facebook Page and Youtube Channel** effective June 19, 2020.

On top of the specific functions you shall perform duties and responsibilities as Astral Academy Administrators. Thus, you shall:

- Manage and maintain Astral Academy;
- Upload new videos/content;
- Vigilant on the posts from netizens, whether or not it's positive;
- Screen shot posts that needs to be resolved;
- Respond to and delete comments, posts and messages to the page;
- Create promotions or boosted posts;
- Provide insights or analytics on the status of the page.

For guidance and compliance.


AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

