MEMORANDUM CIRCULAR
NO. 9
Series of 2005

SUBJECT: Amendment to MC No. 40, Series of 2004 “Website Development and Maintenance Guidelines”

For purposes of clarity, Article VI, Item No. 1.a and 2.a of Memorandum Circular No. 40, series of 2004 providing the Website Development and Maintenance Guidelines are hereby amended as follows:

Article VI. WEB CONTENT MANAGEMENT TEAM,

1. Composition

   a. Overall. The Social Marketing Service (SMS) will act as the overall in-charge of the Web Content Management of the Agency’s website.

2. Function

   a. Social Marketing Service (SMS). The SMS is authorized to approve, review and recommend changes to the contents of all the department’s webpages. It is also authorized to recommend imposition of appropriate sanctions to OBSUs not complying with prescribed web content guidelines.

This amendment shall take effect immediately and shall remain in effect until further amended

Issued in Quezon city, this 10th day of May 2005.