



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

September 7, 2020

DIVISION MEMORANDUM
No. 212, s. 2020

REMINDERS ON THE STRICT OBSERVANCE OF DATA PRIVACY

To: Division Office Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Regional Memorandum No. 0408, s. 2020 dated August 24, 2020 recognizing the inflated use of technology, social media, and a lot of online platforms to continue to deliver services to the public. These innovative ways are encouraged to ensure the safety of everyone while catering to their needs, especially our learners. Utmost caution should be observed in the gathering and sharing of data online.

2. Everyone is enjoined to revisit the pertinent provisions of R.A. 10173 or the Data Privacy Act of 2012 to ensure that various data and information collected are reasonable and used only for legitimate purposes. Moreover, the user of social media, including but not limited to Facebook, by schools or teachers for important announcement, and in reaching out to parents and learners, while not exactly prohibited, should be used with the observance of strict regulations as follows:

- a) There shall be only one official social media page for schools, which shall be managed by the School Head and the designated IT Coordinator. The page shall be named or styled as:

“OFFICIAL PAGE OF (NAME OF SCHOOL) – DepEd Region 7”

- b) The page shall have as its banner post, a privacy policy statement, as follows:

In accordance with the Department of Education's (DepEd) mandate to protect and promote the right to and access to quality basic education, DepEd collects various data and information, including personal information, from various subjects using different systems.

In the processing of these data and information, DepEd is committed to ensure the free flow of information as required under the Freedom of Information Act (Executive Order No. 2, s. 2016) and to protect and respect the confidentiality and privacy of these data and information as required under the Data Privacy Act of 2012 (Republic Act No. 10173).



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Personal Information are collected and processed for legitimate purposes only to facilitate faster delivery of services under the DepEd mandate, and shall be stored and protected in accordance with existing government rules and regulations.

- c) Only important announcements shall be allowed to be posted on the page as managed by the designated IT Coordinator and approved by the School Head.
- d) Posting of sensitive personal information is absolutely prohibited. (See Sec. 13 of RA 10173)
- e) When personal information is collected and processed, the legitimate purpose or reason for gathering of the same shall be expressly stated.
- f) Social media groups, threads, and other forums for teacher instruction and class discussions shall be controlled by the teacher and it shall be his or her responsibility to impose house rules and remind learners of the strict observance of proper language, discipline, and confidentiality in their interactions and sharing of information. Teachers are reminded to be vigilant of the potential prevalence of cyber-bullying in these platforms and to exercise authority and responsibility in managing the same.

3. School Heads shall submit to the Schools Division Office specifically to Dr. Milar's email address aquilino.milar@deped.gov.ph on or before September 23, 2020, the following:

- a) Name and link of their Official School Page, with the name of the School Head and the designated IT Coordinators as administrators of the page.
- b) List of all the social media groups, threads, and forums created by their teachers for the purpose of class instruction and management, with the corresponding names of the teachers who control the same.

4. Immediate dissemination of this Memorandum is desired.



JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

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