



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUL 23 2026

MEMORANDUM
NO. 337s. 2026

**VALIDATION WORKSHOPS ON THE WORKING DATA PRIVACY MANUAL DRAFT
OF THE DEPARTMENT OF EDUCATION**

To: Assistant Schools Division Superintendent
Chief Education Supervisor (CID and SGOD)
Education Program Supervisors and Public Schools District Supervisors
Public and Private Elementary / Secondary School Heads/OICs
All Others Concerned

1. Attached is **Regional Memorandum ORD-2026-556**, signed by **Dir. Jocelyn DR Andaya**, Regional Director, NCR and Concurrent Officer-In-Charge, Office of the Assistant Secretary for Operations, relative to the above captioned activity, the contents of which are self-explanatory, for information and appropriate action.
2. Attention is invited to paragraphs 3,4,5.
3. Immediate dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Enclosure: As stated,
Reference: As stated,
To be indicated in the Perpetual Index
Under the following subjects:

DATA PRIVACY MANUAL WORKSHOP

alloasds/Validation Workshop on the Working Data Privacy Manual Draft of Deped
—337—/July 23, 2026

NUM-2026-337

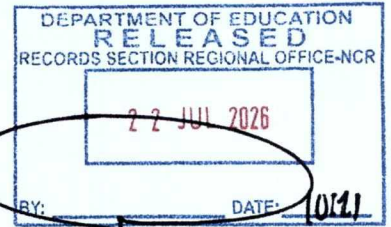


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64005-377



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

ORD-2026-~~55~~6

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
ALL OTHERS CONCERNED

FROM : **JOCELYN DR. ANDAYA** 
Regional Director, NCR
Concurrent Officer-in-Charge
Office of the Assistant Secretary for Operations

SUBJECT : **VALIDATION WORKSHOPS ON THE WORKING DATA**
PRIVACY MANUAL DRAFT OF THE DEPARTMENT OF
EDUCATION

DATE : July 20, 2026

1. The Office of the Secretary, through the Data Privacy Office, will be conducting the "Validating Workshops on the Working Data Privacy Manual Draft of the Department of Education," pursuant to the attached Memorandum DPO-2026-072 dated July 10, 2026.
2. In relation thereto, the following personnel are authorized and directed to attend the validation workshop on July 29-31, 2026, at Baguio Teacher's Camp, Baguio City, as follows:

	NAME OF PERSONNEL	POSITION	STATION/OFFICE
1	Atty. Melford Lapnawan	Attorney III	RO Legal Unit
2	Gina Galvez	Programmer	RO ICT Unit
3	Atty. Alvin F. Gawigawen	Attorney III	SDO TAPAT
4	Atty. Mark Francis O. Na-oy	Attorney III	SDO Parañaque
5	Lemark B. Vilorio	School Registrar	Parañaque National High School- Main

3. All participants are expected to provide inputs and actively participate during the workshop, and participants are requested to bring their laptops, extension cords and necessary writing and notetaking materials/devices.

LEGAL/02



Address: 6 Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph



Doc. Ref. Code	RO-ORD-005	Rev	00
Effectivity	01.26.23	Page	Page 1 of 2



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

4. Transportation and other incidental expenses shall be chargeable against their local funds, subject to the usual budgeting and accounting rules.
5. For inquiries, please contact **Ms. Rica Mae Herrero**, Technical Assistant of the Data Privacy Office at dataprivacy.dpo@deped.gov.ph or through mobile and Viber number 09364203021.

LEGAL/02



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Republika ng Pilipinas
Department of Education
DATA PRIVACY OFFICE

MEMORANDUM
DPO-2026-072

TO : EXECUTIVE COMMITTEE
BUREAU AND SERVICE DIRECTORS
REGIONAL DIRECTORS

FROM : *Fatima Lipp D. Panontongan*
ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff
Office of the Secretary

Roger B. Masapol
ROGER B. MASAPOL
Data Protection Officer
Data Privacy Office

Honeylette T. Sanchez
ATTY. HONEYLETTE T. SANCHEZ
Attorney W
Data Privacy Office

SUBJECT : VALIDATION WORKSHOPS ON THE WORKING DATA PRIVACY
MANUAL DRAFT OF THE DEPARTMENT OF EDUCATION

DATE : 10 July 2026

Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012 (DPA), was enacted to ensure the safety and security of personal data under the custody of Personal Information Controllers (PICs), thereby upholding the data privacy rights of data subjects. To this end, the Department of Education (DepEd), as a PIC, is expected to implement reasonable and appropriate measures to protect personal data under its control.

To inform personnel of these measures, the DepEd Data Privacy Manual (Manual) is being developed to support the Department's compliance with the DPA, its Implementing Rules and Regulations (IRR), and relevant National Privacy Commission (NPC) issuances.

In 2025, the Data Privacy Office conducted a series of consultation workshops on the draft Manual to gather inputs from field offices. In addition to enhancing the contents and organization of the previous draft of the Manual, the same was revised to take into account the findings from the consultation workshops, updated policies from

the Information and Communications Technology Service (ICTS), and NPC Advisory Opinion No. 2026-004 regarding the Scope of Accountability and Registration of DepEd's Governance Levels in Security Incident and Personal Data Breach Reporting, among others.

To review the updated contents of the Manual prior to its finalization, **a series of validation workshops will be conducted.**

Specifically, the consultation aims to:

1. Ensure the alignment of the draft Data Privacy Manual with the DPA, its IRR, relevant NPC issuances, and DepEd policies;
2. Gather the inputs of field offices regarding the practicality and responsiveness of the draft Data Privacy Manual to the needs of DepEd stakeholders; and
3. Identify the potential gaps and areas for improvement of the draft Data Privacy Manual prior to its finalization.

The validation activity will be organized on a per cluster basis. Each cluster will have a dedicated three-day session, allowing participants to have ample time to review, discuss, and provide recommendations on the draft Manual.

Below is the schedule for each cluster:

Clustering	Participants	Total Participants per Cluster	Indicative Dates, Time, and Venue
Cluster II • Region V • Region VI • NIR • Region VII • Region VIII	Field Offices: Five (5) participants are expected from each region , with the following designations: • One (1) Regional Office Compliance Officer for Privacy (COP); • One (1) Regional Office Data Privacy Focal Person (DPFP) or Legal Officer; • One (1) Selected Schools Division Office COP; • One (1) Selected Schools Division Office DPFP or Legal Officer; and • One (1) Selected School Representative (registrar staff)	25 Personnel • 10 COPs • 10 DPFP/LOs • 5 School Representatives	22 to 24 July 2026 8AM to 5PM DepEd Ecotech Center, Cebu City
Cluster I • Region I • Region II • CAR • Region III • Region IV-A • Region IV-B • NCR • Central Office	(Continued from Cluster II) • One (1) Selected Schools Division Office DPFP or Legal Officer; and • One (1) Selected School Representative (registrar staff)	47 Personnel • 14 COPs • 14 DPFP/LOs • 7 School Representatives • 12 CO Representatives	29 to 31 July 2026 8AM to 5PM Baguio Teachers' Camp, Baguio City
Cluster III • Region IX • Region X • Region XI; • Region XII • CARAGA	Central Office: One (1) representative is expected from offices indicated in Annex A.	25 Personnel • 10 COPs • 10 DPFP/LOs • 5 School Representatives	5 to 7 August 2026 8AM to 5PM CARAGA National Educators Academy of the Philippines (NEAP), Butuan City

In this regard, we would like to invite the **designated Compliance Officer for Privacy (COP) and Data Privacy Focal Person (DPFP) or Legal Officer** of each **Regional Office (RO)**.

On the **selection of SDO and schools**, the **ROs are directed to select the divisions and schools with the greatest number of enrollments**. Further, the **schools should come from the selected SDO**.

In the absence of any of the abovementioned positions or in cases when an officer holds two or more of the said positions (COP, DPFP, Legal Officer or school representative) the Planning Officer, IT Officer or personnel responsible for managing data systems with personal information are invited to attend and fill the remaining slot.

To ensure proper coordination and preparation for the event, all invited participants are requested to **confirm their attendance** through the <https://tinyurl.com/Validation-DPManual> not later than **12 PM on 17 July 2026**.

For ease of reference, the updated Manual, indicative program, sign-up sheet, and other **relevant files** can be accessed here: <https://tinyurl.com/Validation-DPManual-Files>.

For any questions or clarifications regarding your participation or event details, please contact **Ms. Rica Mae Herrero**, Technical Assistant of the Data Privacy Office at dataprivacy.dpo@deped.gov.ph and copy furnish rica.herrero@deped.gov.ph or through mobile and Viber number 09364203021.

For appropriate action.

ANNEX A.

LIST OF PARTICIPANTS

Cluster 2 – DepEd EcoTech Center, Cebu City	
Field Office	
<i>Region V: Bicol Region</i>	
Regional Office	2 participants
Select Schools Division Office	2 participants
Select School Representative	1 participant
<i>Region VI: Western Visayas Region</i>	
Regional Office	2 participants
Select Schools Division Office	2 participants
Select School Representative	1 participant
<i>Negros Island Region</i>	
Regional Office	2 participants
Select Schools Division Office	2 participants
Select School Representative	1 participant
<i>Region VII: Central Visayas Region</i>	
Regional Office	2 participants
Select Schools Division Office	2 participants
Select School Representative	1 participant
<i>Region VIII: Eastern Visayas Region</i>	
Regional Office	2 participants
Select Schools Division Office	2 participants
Select School Representative	1 participant

Cluster 1 – Baguio Teachers' Camp, Baguio City	
Central Office	
Office of the Secretary	1 participant
Office of the Undersecretary for Senior Personnel Oversight Head of the Procuring Entity, Government Relations and Infrastructure Oversight	1 participant
Office of the Undersecretary for Human Resource and Organizational Development (preferably from BHROD)	1 participant
Office of the Undersecretary for Support to the Implementation of Public-Private Partnerships	1 participant
Office of the Undersecretary for Governance and Operations	1 participant
Office of the Undersecretary for Legal and Legislative Affairs	1 participant
Office of the Undersecretary for Strategic Management (preferably from Planning Service)	1 participant
Office of the Undersecretary for Learning Systems	1 participant
Office of the Undersecretary for Procurement and Finance Oversight	1 participant
Office of the Undersecretary for Finance	1 participant
Office of the Undersecretary for Information and Communications Technology Service	1 participant
Office of the Undersecretary for Administration (preferably from Records Division)	1 participant

Field Office	
<i>Region I: Ilocos Region</i>	
Regional Office	2 participants
Select Schools Division Office	2 participants
Select School Representative	1 participant
<i>Region II: Cagayan Region</i>	
Regional Office	2 participants
Select Schools Division Office	2 participants
Select School Representative	1 participant
<i>Cordillera Administrative Region</i>	
Regional Office	2 participants
Select Schools Division Office	2 participants
Select School Representative	1 participant
<i>Region III: Central Luzon Region</i>	
Regional Office	2 participants
Select Schools Division Office	2 participants
Select School Representative	1 participant
<i>National Capital Region</i>	
Regional Office	2 participants
Select Schools Division Office	2 participants
Select School Representative	1 participant
<i>Region IV-A: CALABARZON</i>	
Regional Office	2 participants
Select Schools Division Office	2 participants
Select School Representative	1 participant
<i>Region IV-B: MIMAROPA</i>	
Regional Office	2 participants
Select Schools Division Office	2 participants
Select School Representative	1 participant

Cluster 3 – CARAGA National Educators Academy of the Philippines (NEAP), Butuan City

Field Office	
<i>Region IX: Zamboanga Peninsula</i>	
Regional Office	2 participants
Select Schools Division Office	2 participants
Select School Representative	1 participant
<i>Region X: Northern Mindanao</i>	
Regional Office	2 participants
Select Schools Division Office	2 participants
Select School Representative	1 participant
<i>Region XI: Davao Region</i>	
Regional Office	2 participants
Select Schools Division Office	2 participants
Select School Representative	1 participant
<i>Region XII: SOCCSKSARGEN</i>	
Regional Office	2 participants
Select Schools Division Office	2 participants
Select School Representative	1 participant
<i>Region XIII: CARAGA</i>	
Regional Office	2 participants

Select Schools Division Office	2 participants
Select School Representative	1 participant

Data Privacy Office Team

Office	Members
Data Privacy Office	Assistant Secretary Roger B. Masapol Secretariat Team Atty. Honeylette T. Sanchez Carol Justine R. Estudillo Rica Mae P. Herrero Jerome S. Santocildes

ANNEX B.

INDICATIVE PROGRAM OF ACTIVITIES

DAY 1 (22 July, 29 July, and 5 August 2026)		
Time	Activity	Lead/In-Charge
08:00 AM-12:00 PM	Ingress and Registration of Participants	Secretariat Team
12:00 PM-1:00 PM	Lunch	
1:00 PM-1:30 PM	- Opening Program - National Anthem - Invocation - Opening Remarks	Secretariat Team Roger B. Masapol, Data Protection Officer
1:30 PM-1:45 PM	- Introduction and Overview of the Program - Data Privacy Compliance in DepEd - Validation Process - Introduction to the Revised Draft Data Privacy Manual	Secretariat Team
1:45 PM-5:00 PM	- Plenary Sessions, Breakout Sessions, and Discussions - Section I: Introduction - Section II: Data Privacy Governance, Framework, and Regulation - Section III: Processing of Personal Data	Secretariat Team
DAY 2 (23 July, 30 July, and 6 August 2026)		
8:00 AM-8:10 AM	- Registration and Overview of the Program - Validation Process	Secretariat Team
8:10 AM-12:00 PM	- Plenary Sessions, Breakout Sessions, and Discussions - Section IV: Organizational Security Measures - Section V: Physical Security Measures - Section VI: Technical Security Measures	Secretariat Team
12:00 PM-1:00 PM	Lunch	
1:00 PM-5:00 PM	- Plenary Sessions, Breakout Sessions, and Discussions - Section VII: Breach and Security Incidents - Section VIII: Inquiries and Complaints - Section IX: Monitoring and Reporting to the Central Office	Secretariat Team
DAY 3 (24 July, 31 July, and 7 August 2026)		
8:00 AM-8:10 AM	Registration and Overview of the Program	Secretariat Team

	- <i>Validation Process</i>	
8:10 AM-12:00 PM	• Plenary Session, Breakout Session, and Discussion	Secretariat Team
	- <i>Annexes</i>	
12:00 PM-1:00 PM	• Lunch	
1:00 PM-2:00 PM	• Presentation of Highlighted Recommendations and Revisions per Section	Secretariat Team
2:00 PM-2:30 PM	• Next Steps and Closing Program	Atty. Honeylette T. Sanchez
2:30 PM-3:00 PM	• Egress	