



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF BOHOL

Office of the Schools Division
Superintendent

October 12, 2020

DIVISION MEMORANDUM

No. 483 s. 2020

**REITERATING THE ORGANIZING OF OFFICIAL PAGE OF PUBLIC ELEMENTARY
AND HIGH SCHOOLS AND REMINDERS ON THE STRICT OBSERVANCE OF DATA
PRIVACY**

TO: All Public Schools District Supervisors
School Heads/Elementary and High School Principals
Elementary, High School and Senior High School Teachers
IT Coordinators
All Others Concerned

1. In compliance to the directive of Regional Memorandum No. 0408, s. 2020, this Office issued a Division Memorandum No. 421, s. 2020 in "Organizing Office Page of Public Elementary and High Schools and Reminders on the Strict Observance of Data Privacy" dated September 16, 2020. The deadline for submission was October 9, 2020.
2. Attached herewith are the Schools who submitted their Official Page to this Division. (Annex I)
3. However, to those who failed to submit, this Office extends its deadline of submission to **October 23, 2020**. Failure to submit your Official Page, the School shall have the sole responsibility to any complaint arising thereto for Data Privacy Violations. You may submit your official page through email at legalunit.bohol@deped.gov.ph or the hard copy report to the Division Legal Unit of this Division.
4. For strict compliance.


BIANITO A. DAGATAN, EdD, CESO V
Schools Division Superintendent 



LIST OF SCHOOLS WHO SUBMITTED THEIR OFFICIAL PAGE

NAME OF SCHOOL	DISTRICT
Alicia Tech. Voc. High School	Alicia
Antequera Central Elem. School	Antequera
Batuan Central Elem. School	Batuan
Batuan Central Elem. School-Annex	Batuan
Behind the Clouds Prim. School	Batuan
Bonifacio Elem. School	Batuan
Cabacnitan Elem. School	Batuan
Cantigdas Elem. School	Batuan
Cambacay Elem. School	Batuan
Garcia Elem. School	Batuan
Janlud Elem. School	Batuan
Lungsod-Daan Elem. School	Batuan
Quezon Elem. School	Batuan
Quirino Prim. School	Batuan
Rizal Elem. School	Batuan
Rosariohan Elem. School	Batuan
Sta. Cruz Elem. School	Batuan
Batuan National High School	Batuan
Rizal High School	Batuan
Quezon High School	Batuan
Cangawa National High School	Buenavista
Calape National High School	Calape
Catigbian National High School	Catigbian
Canangcaan Integrated School HS	Corella
Canapnapan Elem. School	Corella
Aguining National High School	CPG
Tabalong National High School	Dauis
Campao Oriental HS	Getafe
Abijilan Elem. School	G-Hernandez
Pasong Elem. School	G-Hernandez
Sacaon Elem. School	G-Hernandez
Candulao Elem. School	G-Hernandez
Datag Elem. School	G-Hernandez
Estaca Elem. School	G-Hernandez
Cambuyo Elem. School	G-Hernandez
Tabuan National High School	G-Hernandez
Garcia Hernandez High School	G-Hernandez



NAME OF SCHOOL	DISTRICT
Loon South Central Elem. Shool	Loon South
Loon South National HS	Loon South
Napo Elem. School	Loon South
San Roque National High School	Mabini
Sikatuna Agri'l HS	Talibon
Kinan-oan High School	Trinidad
Kauswagan National High School	Trinidad
Ubay National Science High School	Ubay





Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF BOHOL

Office of the Schools Division
Superintendent

September 16, 2020

DIVISION MEMORANDUM

No. 421, s. 2020

**ORGANIZING OFFICIAL PAGE OF PUBLIC ELEMENTARY AND HIGHSCHOOLS AND
REMINDERS ON THE STRICT OBSERVANCE OF DATA PRIVACY**

**TO : All Public Schools District Supervisors
School Heads/ Elementary and Highschool Principals
Elementary, Highschool and Senior Highschool Teachers
IT Coordinators
All others concerned**

1. In compliance to the directive of Regional Memorandum No. 0408, Series of 2020, it is a given fact that social media is a powerful medium to relay information, and reaching out to parents and learners in this public health crisis;
2. However, firm adherence to the protocols of Data Privacy should be observed and that the posting of information shall only pertain to relevant, timely and useful information in relation to school operations and activities in this new normal academic year;
3. Posting of sensitive personal information is absolutely prohibited, however when personal information is needed to be collected and processed, the legitimate purpose or reason for obtaining the same shall be expressly stated;
4. When there are existing social media groups, threads and other forums organized prior to the implementation of this memo, it must be stressed out that it shall be controlled by the teacher concerned and her corresponding responsibility to impose proper house rules and remind the learners or parents of the strict observance of proper language, discipline, and confidentiality in their interaction and sharing of information. It is the teachers look out for potential prevalence of cyberbullying, cyberlibel



and to exercise authority, caution and responsibility in managing the same;

5. A reorientation from the Division Legal and IT Officers to all school heads is scheduled this second week or third week of October, 2020. A separate memo shall be released regarding the conduct of the activity;
6. School Heads shall submit to the Schools Division Office on or before October 5, 2020 based on RM No. 0408 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 social media groups, threads and forums created by their teachers for the purpose of class instruction and management with the corresponding names of teachers who control the same.
 - C) The page shall have a banner post and a privacy statement as reflected in RM No. 0408 paragraph 3b.

However, in consideration that the last day of the deadline is the first day of the opening of classes, the Legal Service Unit decided to extend it on October 9, 2020. Please send it through email at legalunit.bohol@deped.gov.ph. We also accept physical copy of the said compliance.

7. Dissemination and compliance of this memo is to be strictly followed.


BIANITO A. DAGATAN EdD CESO V
Schools Division Superintendent

Enclosure: RM No. 0408 Series of 2020





Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

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REGIONAL MEMORANDUM

No. 0408, s. 2020

REMINDERS ON THE STRICT OBSERVANCE OF DATA PRIVACY

To: Schools Division Superintendents
All Others Concerned

1. Given the challenges posed by the Covid-19 pandemic, this Office recognizes 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. Nevertheless, 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.
3. The use of social media, including but not limited to Facebook, by schools or teachers for important announcements, 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).



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Nos.: (032) 231-1433; (032) 414-7399
Email Address: region7@depd.gov.ph

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 to 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.
4. Division Legal Officers and IT Officers are requested to reorient School Heads and designated IT Coordinators on Data Privacy.
5. School Heads shall submit to the Schools Division Offices on or before October 05, 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;
6. For the information of all concerned, wide dissemination of this Memorandum is enjoined.



SALUSTIANO T. JIMENEZ JD, EDD, CESO V
Director III
OIC-Regional Director