



Republic of the Philippines
Department of Education
REGION I



MEMORANDUM
ORD-LU-2025-1476

CONSULTATION WORKSHOP ON THE WORKING DRAFT OF THE DEPED DATA
PRIVACY MANUAL

To: Schools Division Superintendents) SDO Ilocos Sur
SDO La Union
SDO Pangasinan I
Chief of the Policy, Planning, and Research Division (PPRD)
Head of the ORD-Public Affairs Unit (ORD-PAU)

1. This has reference to the Memorandum issued by the Office of the Assistant Secretary and Data Protection Officer relative to the conduct of the Consultation Workshop on the Working Draft of the DepEd Data Privacy Manual for cluster 1 which was scheduled on November 5-7, 2025 at the National Educators' Academy of the Philippines, Marikina.

2. Below is the list of the participants to the said activity:

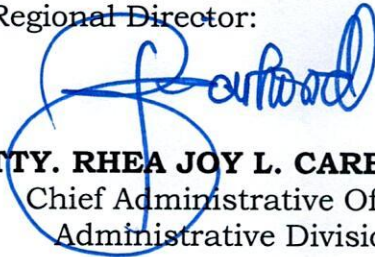
NAME	OFFICE	DESIGNATION
PEDRO JOSE C. CUDAL	PPRD	Planning Officer III
JOANNA D. SABADO	ORD-PAU	Project Development Officer II
SHANNELLE MARIE SAAVEDRA	SDO La Union	Administrative Assistant III
ALEXIS C. LAGUA	SDO Ilocos Norte	Administrative Assistant III
MA. SHIELA D. BASCON	SDO Pangasinan I	Planning Officer III

3. This Memorandum shall serve as the Authority to Travel of the identified participants.

4. Hereto attached is a copy of the Memorandum from the Office of the Assistant Secretary and Data Protection Officer, for information and guidance.

5. Immediate dissemination of this Memorandum is desired.

For the Regional Director:


ATTY. RHEA JOY L. CARBONELL
Chief Administrative Officer
Administrative Division

Reference: None
To be indicated in the Perpetual Index
under the following subject:

Data Workshop

ORD-LU/RMW/gsl/WorkshoponDataPrivacyManual
November 3, 2025



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Republika ng Pilipinas
Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR GOVERNANCE AND OPERATION

MEMORANDUM

TO : THE MINISTER
Ministry of Basic, Higher and Technical Education-Bangsamoro
Autonomous Region of Muslim Mindanao (MBHTE-BARMM)

REGIONAL DIRECTORS

FROM : ROGER B. MASAPOL
Assistant Secretary and Data Protection Officer

**SUBJECT : CONSULTATION WORKSHOPS ON THE WORKING DRAFT OF THE
DEPED DATA PRIVACY MANUAL**

DATE : 28 October 2025

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

To inform this Department's personnel of such measures, the **DepEd Data Privacy Manual** was drafted. This aims to better safeguard this Department's compliance with the DPA, its Implementing Rules and Regulations (IRR), and other relevant issuances of the National Privacy Commission (NPC).

To ensure that different perspectives are captured and considered in finalizing the Department of Education Data Privacy Manual, and to produce a practical and responsive policy that reflects the operational realities of DepEd offices nationwide, a **consultation workshop on the working draft of the DepEd Data Privacy Manual** will be conducted.

Specifically, the consultation aims to:

1. Compile inputs from field offices regarding current data protection and privacy practices;
2. Document insights, comments, and suggested revisions to the working draft; and
3. Build consensus on the manual's alignment with legal and regulatory standards.

The consultation activity will be organized in three major clusters. Each cluster will have a dedicated three-day session, allowing participants ample time to review, discuss, and provide recommendations on the draft manual.¹

¹ The Indicative Program and the Administrative Information are annexed hereto for ease of reference.



Below are the tentative schedules and target participant counts for each cluster:

Clustering	Indicative Date and Venue	Participants	
Cluster I Regions I, II, III, IV-A, IV-B, NCR and CAR	November 5-7, 2025 NEAP, Marikina	Regions: 2 pax	Regions & SDOs: 7 COP 7 Legal Officer School: 7 data personnel
Cluster II Regions V, VI, VII, VIII, NIR	November 18-20, 2025 Ecotech, Cebu	SDO: 2 pax Schools: 1 pax	Regions & SDOs: 5 COP, 5 Legal Officer School: 5 data personnel
Cluster III Regions IX, X, XI, XII, CARAGA, BARMM	December 9-11, 2025 NEAP, Pagadian		Regions & SDOs: 6 COP, 6 Legal Officer Schools: 6 data personnel

For clarity, the following are the guidelines in selecting the participants of this activity:

1. Designated Compliance Officers for Privacy (COP) and Legal Officers from the Regional Offices (RO) and Schools Division Offices (SDO) charged with the privacy policies of their offices shall attend.
2. In the absence of such designated COPs or Legal Officers, and for school representatives, Planning Officers or personnel responsible for managing data systems with personal information shall attend.
3. In cases where the COP is also the Legal Officer, the concerned Regional Office (RO) and Schools Division Office may send another personnel handling personal information to attend.
4. To select the participating SDOs and schools, the Regional Offices are directed to select the divisions and schools with the greatest number of enrollments under their jurisdiction.

The board and lodging of the participants will be shouldered by the Office of the Assistant Secretary for Governance and Operation - Education Governance (OASEG). Meanwhile, travel expenses related to this activity shall be charged against the local funds of the respective offices of the participants.

To ensure proper coordination and preparation for the event, all invited participants are requested to confirm their attendance through <https://tinyurl.com/Manual-Consultation-Sign-Up> **no later than October 31, 2025**.

For any questions or clarifications regarding this event, please contact **Ms. Carol Justine R. Estudillo**, Technical Assistant of OASEG, through dataprivacy.dpo@deped.gov.ph or carol.estudillo@deped.gov.ph, or through telephone number 8632-1368.

For appropriate action.

**Consultation on the Working Draft of the
Department of Education Data Privacy Manual**
Cluster I / November 5-7, 2025 / NEAP Marikina

ADMINISRATIVE INFORMATION

Venue and Accommodation

The venue of the consultation activity is at National Educators Academy of the Philippines (NEAP). Address to pin: **#15 Cepeda Street, Concepcion Uno, Marikina, 1807 Metro Manila**

The consultation is a three-day activity which will start at 1:00pm on November 5, 2025 (Wednesday) and end in the afternoon of November 7, 2025 (Friday). The following function halls are reserved for the activity:

Date	Function Hall
November 5, 2025	Training Hall 2
November 6-7, 2025	TGD

Lunch will be served as the first meal on November 5, 2025, and last meal is afternoon snacks on November, 7, 2025. All meals will be served at the NEAP Cafeteria

The accommodation of the participants will be within the NEAP facility. The rooms are dormitory types that can accommodate 7-8 person. Check in time will be in the afternoon to allow the housekeeping to clean up the rooms occupied by outgoing guests. Check out time is 5:00pm.

Transportation

NEAP Marikina may be reached by way of public transportation. From Cubao area, participants may take the Light Rail Transit (LRT) or UV Express going to Marikina. If taking the LRT, get off at Marikina Station and take jeepney ride to Montalban. Inform the driver to drop off at Marikina High School. If taking the UV Express, take FX going to SSS Village and get off right at the corner of NEAP Marikina. NEAP Marikina is right next to the Marikina High School.

Participants

Expected participants to this Cluster are from Regions I, II, III, IV-CALABARZON, MIMAROPA, National Capital Region and the Cordillera Administrative Region (CAR):

Unit	Type of Participant
Region and SDO	1. Compliance Officer for Privacy 2. Legal Officer <i>Note: If COP and Legal Officer are the same, RO/SDO may send another one (1) rep handling personal information</i>
School	1. Person handling data system with personal information

Consultation on the Working Draft of the
Department of Education Data Privacy Manual
Cluster I / November 5-7, 2025 / NEAP Marikina

Contact Persons

For concerns and clarifications, please contact the following:

Area	Name	Contact details
NEAP Facility	Ms. Cynthia Paz Dormitory Manager	neaprelc.ncr@deped.gov.ph +63 920 608 1644
Consultation Workshop	Ms. Aileen Ong Executive Assistant	aileen.ong@deped.gov.ph
	Carol Justine R. Estudillo Technical Assistant	carol.estudillo@deped.gov.ph +63 961 718 6081

Reminders

The participants are kindly requested to have a readily available soft copy of their respective privacy policies, if there is any. Please be reminded also to bring laptop and respective extension wire for convenience.

**Consultation on the Working Draft of the
Department of Education Data Privacy Manual**

Indicative Program of Activities

Date	Program/Activity
Day 1:	
8:00 AM – 12:00 NN	Travel time and arrival of Participants Lunch
1:00 PM – 1:45 PM 1:45 PM – 2:00 PM	Opening Program Introduction of Groupings and distribution of Topic Assignments, Discussion of Expected Output
2:00 PM – 3:00 PM 3:00 PM – 3:30 PM	Plenary Session 1: The Data Privacy Act and its IRR, Relevant NPC Issuances and Circulars Breakout Session 1
3:45 PM – 4:45 PM 4:45 PM – 5:15 PM	Plenary Session 2: DepEd Data Systems and Current Relevant Policies Breakout Session 2
5:30 PM – 6:15 PM 6:15 PM – 6:30 PM	Plenary Session 3: Introduction and Policy Statement Breakout Session 3
6:30 PM – 7:30 PM	Dinner
Day 2:	
8:30 AM – 9:00 AM	Preliminaries
9:00 AM – 10:15 AM 10:15 AM – 10:30 AM	Plenary Session 4: Processing of Personal Information Breakout Session 4
11:00 AM – 12:00 NN	Plenary Session 5: Security Measures Lunch
1:15 PM – 1:45 PM 2:00 PM – 3:15 PM 3:15 PM – 3:30 PM	Breakout Session 5 Plenary Session 6: Breach Management Breakout Session 6
3:45 PM – 4:45 PM 4:45 PM – 5:15 PM	Plenary Session 7: Rights of Data Subjects Breakout Session 7
5:30 PM – 6:15 PM	Open Forum for Proposed Revisions, Discussions, and Comments to the Manual
Day 2:	
8:30 AM – 9:00 AM	Preliminaries
	Plenary Session 8: Monitoring and Evaluation

Consultation on the Working Draft of the
Department of Education Data Privacy Manual

9:00 AM - 10:00 AM	Breakout Session
10:00 AM - 10:30 AM	
10:30 AM - 11:45 NN	Finalization of Proposed Revisions, Comments on GForms
	Final Open Forum for Discussion on the Manual
11:45 AM - 12:00 NN	Closing Program
	Lunch