



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, Higschool 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](mailto: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

AUG 24 2020

**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@deped.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