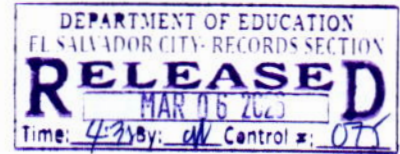




Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO  
 SCHOOLS DIVISION OF EL SALVADOR CITY




March 05, 2026

DIVISION MEMORANDUM  
 NO. 075, s. 2026

**REPORTING OF PERSONAL DATA BREACHES AND SECURITY INCIDENTS**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors, CID and SGOD  
 Unit Heads  
 All Public Elementary and Secondary School Heads  
 All Others Concerned

1. In compliance with Memorandum DPO-2026-006 titled Call for Submission for the Department of Education's (DepEd) Annual Security Incident Report to the National Privacy Commission, all schools and units are hereby required to accomplish the google form thru this link: <https://forms.gle/X3EuKXENEGYG1KA8A> on or before March 6, 2026, 10:00 AM.
2. For your guidance in completing the form, security incidents and personal data breaches covered by the mandatory notification requirements include:
  - a. Situations involving sensitive personal information or any other information that may, under the circumstances, be used to enable identity fraud;
  - b. Situations where there is reason to believe that the information may have been acquired by an unauthorized person; and
  - c. Situations where the Department or the NPC believes that such unauthorized acquisition is likely to give rise to a real risk of serious harm to any affected data subject.
3. In case the school or unit has no occurrence of a security incident and/or personal data breach, you are still required to accomplish the form.
4. This Office adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
5. Immediate dissemination of this Memorandum is desired.

  
**RANDOLPH B. TORTOLA**  
 Schools Division Superintendent

To be indicated in the Perpetual Index  
 under the following subjects:

SUBMISSION DATA PRIVACY REPORT

RE: Reporting of Personal Data Breaches and Security Incidences



Address: Zone 3, Tuburan, Poblacion, El Salvador City  
 Telephone Nos.: (088) 882-6326  
 Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)  
 Website: [depedelsalvadorcity.net](http://depedelsalvadorcity.net)

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Republika ng Pilipinas  
**Department of Education**  
DATA PRIVACY OFFICE

**MEMORANDUM**  
**DPO-2026-006**

**FOR :** **UNDERSECRETARIES**  
**ASSISTANT SECRETARIES**  
**BUREAU AND SERVICE DIRECTORS**  
**REGIONAL DIRECTORS**  
**SCHOOL DIVISION SUPERINTENDENTS**  
**DIVISION CHIEFS**  
**ALL OTHERS CONCERNED**

**FROM :** **ROGER B. MASAPOL**  
*Data Protection Officer*  
Data Privacy Office

**SUBJECT :** **CALL FOR SUBMISSIONS FOR THE DEPARTMENT**  
**OF EDUCATION'S (DEPED) ANNUAL SECURITY**  
**INCIDENT REPORT TO THE NATIONAL PRIVACY**  
**COMMISSION**

**DATE :** 24 February 2026

In compliance with the National Privacy Commission's (NPC) directive for the submission of the 2025 Annual Security Incident Report (ASIR), the DepEd, through the Data Privacy Office, is compiling all security incidents and personal data breaches in the Department that occurred **from 01 January 2025 to 31 December 2025**.

For reference, *personal data breach* refers to "a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data transmitted, stored, or otherwise processed"<sup>1</sup> while a *security incident* is "an event or occurrence that affects or tends to affect data protection, or may compromise the availability, integrity and confidentiality of personal data. It includes incidents that would result to a personal data breach, if not for safeguards that have been put in place."<sup>2</sup>

Please be advised that the ASIR requires disclosure of all security incidents and personal data breaches, including those not covered by the mandatory notification requirement under the Implementing Rules and Regulations of the Data Privacy Act of 2012.

<sup>1</sup> Rule I, Sec. 3 (k) of the Implementing Rules and Regulations of the Data Privacy Act of 2012.

<sup>2</sup> Rule I, Sec. 3 (s) of the Implementing Rules and Regulations of the Data Privacy Act of 2012.

For your guidance, security incidents and personal data breaches covered by the mandatory notification requirements include:

- a) Situations involving sensitive personal information or any other information that may, under the circumstances, be used to enable identity fraud;
- b) Situations where there is reason to believe that the information may have been acquired by an unauthorized person; and
- c) Situations where the Department or the NPC believes that such unauthorized acquisition is likely to give rise to a real risk of serious harm to any affected data subject.<sup>3</sup>

This Office requests all offices of this Department to accomplish <https://tinyurl.com/2025-DepEd-ASIR-Submission> on or before **05:00 PM** of **06 March 2026**.

In case an office has no occurrence of a security incident and/or personal data breach, kindly indicate “no incident” or “no personal data breach” on the form.

For your reference, please find attached a copy of the ASIR template which this Office will subsequently submit to the NPC.

For any concerns or clarifications, you may contact the Data Privacy Office via email at [dataprivacy.dpo@deped.gov.ph](mailto:dataprivacy.dpo@deped.gov.ph).

For immediate and strict compliance.

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<sup>3</sup> Rule IX, Sec. 38 (b) of the Implementing Rules and Regulations of the Data Privacy Act of 2012.

ANNEX A

Annual Security Incident Reports for PICs

**SUMMARY**

*Annual Security Incident Reports*

**January to December 2025**

Sector: \_\_\_\_\_ City/Municipality: \_\_\_\_\_ Province: \_\_\_\_\_

PIC (Individual or Organization) \_\_\_\_\_

Name of DPO \_\_\_\_\_

**PERSONAL INFORMATION CONTROLLER**

A. Personal Data Breach, Mandatory Notification	<__>
B. Personal Data Breach, not covered by mandatory notification requirements	<__>
C. Other Security Incidents	<__>
D. Total Security Incidents (D = A+B+C)	<__>

**How Security Incidents Occurred**

Types	Number	Types	Number
Theft	<__>	Communication Failure	<__>
Fraud	<__>	Fire	<__>
Sabotage/Physical Damage	<__>	Flood	<__>
Malicious Code	<__>	Design Error	<__>
Hacking/Logical Infiltration	<__>	User Error	<__>
Misuse of Resources	<__>	Operations Error	<__>
Hardware Failure	<__>	Software Maintenance Error	<__>
Software Failure	<__>	Third Party Services	<__>
Hardware Maintenance Error	<__>	Others	<__>

**Personal Data Breaches**

	Confidentiality	Integrity	Availability
Mandatory Notification Required	<__>	<__>	<__>
Mandatory Notification Not Required	<__>	<__>	<__>

PREPARED BY : \_\_\_\_\_

E-MAIL: \_\_\_\_\_

DESIGNATION : \_\_\_\_\_

CONTACT NO. : \_\_\_\_\_

DATE : \_\_\_\_\_



Republic of the Philippines  
**Department of Education**  
DATA PRIVACY OFFICE

**MEMORANDUM**  
**DPO-2026-007**

**TO** : **SCHOOL DIVISION SUPERINTENDENT**  
**SCHOOL HEADS**  
**ALL OTHERS CONCERNED**

**FROM** : **ROGER B. MASAPOL**  
Data Protection Officer  
Data Privacy Office

**SUBJECT** : **SCHOOL-LEVEL REPORTING OF PERSONAL DATA BREACHES**  
**AND SECURITY INCIDENTS FOR THE 2025 ANNUAL**  
**SECURITY INCIDENT REPORT OF THE DEPARTMENT OF**  
**EDUCATION (DEPED)**

**DATE** : **26 February 2026**

This memorandum is issued in reference to the ongoing consolidation of the Department of Education's (DepEd) reports for the submission of the 2025 Annual Security Incident Report (ASIR) to the National Privacy Commission (NPC).

In response to queries regarding the reporting of personal data breaches and security incidence in schools, this Office hereby directs **all Schools Division Offices (SDOs) to collect, consolidate, and include school-level incidents in the figures to be submitted through the Data Privacy Office reporting form.**

For clarifications, you may contact the Data Privacy Office via email at [dataprivacy.dpo@deped.gov.ph](mailto:dataprivacy.dpo@deped.gov.ph).

For your appropriate action.