



Republic of the Philippines
Department of Education
Region XII
City Schools Division of Tacurong

March 02, 2026

DIVISION MEMORANDUM

OSDS-2026- 048

DISSEMINATION OF MEMORANDUM DPO-2026-007 "SCHOOL-LEVEL REPORTING OF PERSONAL DATA BREACHES AND SECURITY INCIDENTS FOR THE 2025 ANNUAL SECURITY INCIDENCE REPORT OF THE DEPARTMENT OF EDUCATION (DEPED)"

To: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Cluster Heads/School Heads
Section Heads
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned
This Division

1. Attached is a Memorandum DPO-2026-007 titled School-Level Reporting of Personal Data Breaches and Security Incidences for the 2025 Annual Security Incidence Report of the Department of Education (DepEd), for information and guidance of all concerned.
2. All Schools are hereby directed to submit the report of Personal Data Breaches and Security Incidences for the 2025 Annual Security Incidence Report in the link <https://tinyurl.com/2025-Data-Privacy-Report> on or before **5:00PM of March 05, 2026.**
3. In case the school has no occurrence of a security incident and/or personal data breach, kindly indicate "no incident" or "no personal data breach" on the form attached in this memorandum as Annex A.
4. Wide dissemination and compliance of this Memorandum is highly enjoined.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: As stated.
Reference: Memorandum DPO-2026-006 and Memorandum DPO-2026-007
Allotment: NONE
To be included in the Perpetual Index under the following Subjects:

DATA PRIVACY SECURITY

PKMR/LEGAL/DM / DISSEMINATION OF MEMORANDUM DPO-2026-007 "SCHOOL-LEVEL REPORTING OF PERSONAL DATA BREACHES AND SECURITY INCIDENTS FOR THE 2025 ANNUAL SECURITY INCIDENCE REPORT OF THE DEPARTMENT OF EDUCATION (DEPED)"/ March 02, 2026



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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.

For your appropriate action.



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"¹ 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."²

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.

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

² 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.³

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.

For immediate and strict compliance.

³ 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 : _____