



Republic of the Philippines  
**Department of Education**  
CARAGA REGION  
**SCHOOLS DIVISION OF SIARGAO**



DIVISION MEMORANDUM

No. 03-083s, 2026

To: Assistant Schools Division Superintendent  
Functional Division Chiefs and Personnel (OSDS, CID, SGOD)  
Elementary and Secondary Schools  
All concerned  
This Division

**SUBMISSION OF PERSONAL DATA BREACH AND OTHER SECURITY INCIDENT  
REPORT FOR CY 2025**

1. In compliance with Memorandum DPO-2026-006 re: Call for Submissions for the Department of Education's (DEPED) Annual Security Incident Report to the National Privacy Commission, the field is hereby directed to compile all security incidents and personal data breaches that occurred from 01 January 2025 to 31 December 2025 (Annex A).
2. The said report will be submitted through this link: <https://forms.office.com/r/RiCUqmabuu> until 05 March 2026 (5:00 PM) only.
3. Enclosed in this memorandum are the issuances from the Department's Data Privacy Office including Annex A (Annual Security Incident Reports for PICs).
4. Immediate dissemination and strict compliance of this Memorandum is hereby advised.

fr. **MANUEL O. CABERTE**  
Schools Division Superintendent

Encl: None  
Reference: As stated  
To be indicated in the Perpetual Index under the following subjects:  
DATA PRIVACY SECURITY

OSDS/momosay  
03/04/26



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DepEd Siargao



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

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**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

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

<sup>2</sup> Rule 1, Sec. 3 (z) 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.

<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 : \_\_\_\_\_