

Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
Rehiyon XI
Lungsod ng Davao
Tanggapan Panrehiyon



Address: F. Torres Street, Davao City (8000)
Telefax No. (082) 225-0816

REGIONAL MEMORANDUM

No. 193, s. 2018

TO : Schools Division Superintendents/ OIC-SDS
Asst. Schools Division Superintendents/ OIC-ASDS
Regional Office - Chief of Divisions/Sections

FROM : 
ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

SUBJECT : Reporting of Security Incidents and Breaches

DATE : October 15, 2018

This has reference to the Memorandum OU-LAPSS No.500, s. 2018 dated September 20, 2018 from Usec. Tonisito M.C. Umali, Esq., Undersecretary, DepEd Central Office, relative to the Reporting of Security Incidents and Breaches pursuant to the Department's continuous efforts to comply with provisions of RA 10173, otherwise known as the "Data Privacy Act of 2012."

It is important to note that all incidents and/or attempts, have to be reported to the Office of the Data Protection Officer (DPO) through dataprivacy.dpo@deped.gov.ph, immediately upon knowledge of said incident or attempt. The same shall be reported to the National Privacy Commission (NPC) by the Office of the DPO within 72 hours upon receipt of such report through this Regional Office.

For immediate dissemination and strict compliance.

Incl: as stated

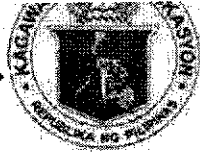
ROA5/PS/jtg

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION

RELEASED

By: 611610 - Lualaba

Date: 10/15/18 Time: 9:04 AM



REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
 DepED Complex, Meralco Ave., Pasig City



Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary
 Legislative Affairs, External Partnerships
 and School Sports

Trunk Line: (+632) 632-1361
 Direct Line: (+632) 633-7224
 Telefax: (+632) 633-1940
 E-Mail Address: tonisito.umali@deped.gov.ph

MEMORANDUM

OU-LAPSS No. 100, s. 2018

RECEIVED

By: 1810-7904
 Date: 10-1-18 Time: 11:30

TO : **ALL REGIONAL DIRECTORS**
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL REGIONAL DPA FOCAL PERSON AND
ALTERNATES
ALL OTHERS CONCERNED

Department of Education ROXI
 ADMINISTRATIVE SERVICES DIVISION

RECEIVED

Date: 10-4-18 Time: 1:30

Signature

FROM : **TONISITO M.C. UMALI, Esq.**
 Undersecretary

SUBJECT : **REPORTING SECURITY INCIDENTS AND BREACHES**

DATE : September 20, 2018

With the Department's continuous efforts to comply with the provisions of RA 10173, otherwise known as the "Data Privacy Act of 2012," the National Privacy Commission (NPC) has sent a copy of subparagraph C, section 17, Rule V of the National Privacy Commission Circular No. 16-03 on Data Breach Management, to guide the different regions, divisions, districts, and schools in reporting any confirmed security incidents and breaches.

It is important to note that all incidents and/or attempts, has to be reported to the Office of the Data Protection Officer (DPO) through dataprivacy.dpo@deped.gov.ph, immediately upon knowledge of said incident or attempt. The same shall be reported to the NPC by the Office of the DPO within 72 hours upon receipt of such report.

The Office of the DPO shall request the concerned region, division, district, or school to verify the report and shall conduct a preliminary inquiry to check on the veracity of said report and take precautionary or remedial measures as necessary.

After which, the concerned region, division, district, or school shall submit in writing, within five (5) days from receipt, a **FULL REPORT** detailing the incident to the NPC, copy furnished the Office of the DPO.

As per the NPC, the full report should contain the following:

1. Nature of the Breach
 - a. Description of how the breach occurred and the vulnerability of the data processing system that allowed the breach;
 - b. A chronology of the events leading up to the loss of control over the personal data;
 - c. Approximate number of data subjects or records involved;
 - d. Description or nature of the personal data breach;
 - e. Description of the likely consequences of the personal data breach; and
 - f. Name and contact details of the data protection officer or any other accountable person.

2. Personal Data Possibly Involved
 - a. Description of sensitive personal information involved; and
 - b. Description of other information that may be used to enable identity fraud.

3. Measures Taken to Address the Breach
 - a. Description of the measures taken or proposed to be taken to address the breach;
 - b. Actions being taken to secure or recover the personal data that were compromised;
 - c. Actions performed or proposed to mitigate possible harm or negative consequences, and limit the damage or distress to those affected by the incident;
 - d. Action being taken to inform the data subjects affected by the incident, or reasons for any delay in the notification;
 - e. The measures being taken to prevent a recurrence of the incident.

The manner of notification to the data subjects should also be included in the report.

If you have any questions, you may contact NPC at complaints@privacy.gov.ph or the Office of the DPO at dataprivacy.dpo@deped.gov.ph

For your information and guidance.

Thank you very much.