



Republic of the Philippines
Department of Education
REGION X

DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



October 10, 2024

OFFICE MEMORANDUM
No. 161 s. 2024

NOTICE OF CCTV SURVEILLANCE IN THE DIVISION OFFICE

TO: Asst. Schools Division Superintendent
Chief Education Program Supervisors – CTD and SGOD
Unit/Section Heads
All Others Concerned

1. For the safety of employees and office equipment, the Office has installed camera surveillance systems within its premises.
2. Video data is monitored and protected with reasonable measures to ensure privacy, in accordance with National Privacy Commission Advisory No. 2020-04. Recordings are the property of the Office and may be shared with the police and other authorized entities as permitted by law.
3. The management of video surveillance equipment falls under the responsibility of the ICT Unit, which operates under the direct supervision of the Office of the Schools Division Superintendent (OSDS). Unauthorized personnel are strictly prohibited from accessing, tampering with, or otherwise interfering with video recordings and camera equipment.
4. All requests to view video recordings must be submitted in writing, clearly stating the reason for the request, and are subject to approval by the Schools Division Superintendent (SDS). The ICT Unit will maintain a written log of individuals who access the video recordings.
5. Immediate and widest dissemination of this memorandum is enjoined.

ROY ANGELO E. GAZO
Schools Division Superintendent

JRS/ITO
October 10, 2024



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