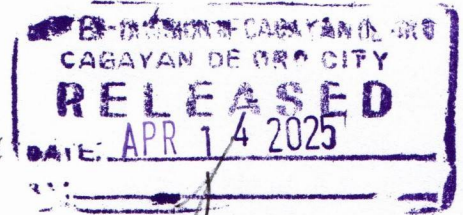




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

11 Apr 2025

OFFICE MEMORANDUM
No. 54 s.2025

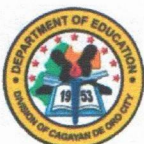
**PARTICIPATION TO THE NATIONAL ORIENTATION ON PROPER
HANDLING OF DISCLOSURE AND DATA PRIVACY**

TO: **Alvic Marie S. Francisco**
Division LRP Focal

1. You are hereby directed to participate in the *National Orientation on Proper Handling of Disclosure and Data Privacy* on April 14-16, 2025 at the DepEd Ecotech Center, Lahug, Cebu City.
2. The activity shall have the following objectives:
 - a. Identify and understand the roles of child protection committee members in handling disclosures and respecting data privacy rights of learners;
 - b. Recognize the importance of confidentiality and sensitivity of data; and
 - c. Understand the principles, guidelines, discipline in handling disclosures.
3. Travel and other incidental expenses shall be charged to the local funds, subject to the usual accounting and auditing rules and regulations.
4. For information and compliance.

ROY ANGELO E. GAZO
Schools Division Superintendent

OM-006-SGOD-SMN-AMSF/National Orientation on Proper Handling of Disclosure and Data Privacy
April 11, 2025



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	7 of 2



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



April 11, 2025

REGIONAL MEMORANDUM
No. **267**, s. 2024

**NATIONAL ORIENTATION ON PROPER HANDLING OF DISCLOSURE
AND DATA PRIVACY**

To: Schools Divisions Superintendents
Division LRP Focal Persons
All Others Concerned

1. Regarding the **National Orientation on Proper Handling of Disclosure and Data Privacy** to be conducted by the Central Office-Learner Rights and Protection Division (CO-LRPD) at the **DepEd Ecotech Center, Lahug, Cebu City**, on **April 14-16**, the participants are the following:

NAME	POSITION/DESIGNATION	DIVISION
a. Marianne April Abejo-Buta	PDO I, Division LRP Focal	Misamis Occidental
b. Rhoda Pearl S. Herrera	PDO I, Alternate Division LRP Focal	Iligan City
c. Ela S. Abucejo	PDO I, Division LRP Focal	Gingoog City
d. Alvic Marie S. Francisco	EPS II, Division LRP Focal	Cagayan de Oro City

2. Board and lodging shall be charged against the Central Office (CO) funds. Travel and other incidental expenses shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

3. Attached is the Memorandum and indicative program for reference.

4. For clarifications and coordination, please contact the following:

Alternate Regional LRP Focal Person

Education Support Services Division
Special Programs and Projects Section
Third Floor, DepEd ROX Building, DepEd ROX Complex
Zone 1, Upper Balulang, Cagayan de Oro City
Contact Number: 09458304766
Email Address: mellheiston.genson@deped.gov.ph

6. This Office directs the immediate and wide dissemination of this Memorandum.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: As stated
To be indicated in the Perpetual Index
under the following subjects:

DATA PRIVACY ORIENTATION

ESSD/mhrg



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
Telephone No: (088) 881-3137
Email Address: region10@deped.gov.ph
Website: r10.deped.gov.ph

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Effectivity	01.22.24	Page	1 of 1





Republika ng Pilipinas
Department of Education

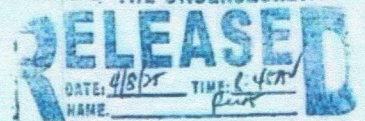
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

DM-OUOPS-2025-11 - 02308

**TO : REGIONAL DIRECTORS
ASSISTANT REGIONAL DIRECTORS
CONCERNED SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED**

Approved by OUDS
THE UNDERSECRETARY



FROM : MALCOLM S. GARMA
Assistant Secretary, Officer-In-Charge,
Office of the Undersecretary for Operations

MALCOLM S. GARMA
Assistant Secretary, Officer-In-Charge
Office of the Undersecretary for Operations

**SUBJECT : REQUEST FOR PARTICIPANTS TO ATTEND THE NATIONAL
ORIENTATION ON PROPER HANDLING OF DISCLOSURE AND
DATA PRIVACY**

DATE : April 2, 2025

This is in reference to the conduct of the National Orientation on Proper Handling of Disclosure and Data Privacy by the Learner Rights and Protection Division (LRPD).

Pursuant to the 1987 Constitution, the State shall defend the right of children to assistance, including proper care and nutrition, and special protection from all forms of neglect, abuse, cruelty, exploitation, and other conditions prejudicial to their development. Pursuant to this Constitutional mandate, the Department established the LRPD to lead the planning, implementation, coordination, monitoring, and evaluation of programs related to learner rights and protection.

One relevant program on learner protection is the operation of the Learners TeleSafe Contact Center Helpline (LTCCH)– the official unit of the Department in responding to reports of abuse, violence, exploitation, neglect, and other conditions prejudicial to the development of learners. Based on the cases received by the LTCCH, issues on handling disclosures and the protection of the right to data privacy of learners have emerged as challenges in responding to protection concerns.

It shall also be recognized that DepEd personnel, especially the members of the Child Protection Committee, are bound to follow certain laws, rules, and regulations on handling disclosures and data privacy. To avoid violations of these laws, rules, and regulations, it is imperative to orient DepEd personnel on the procedures for maintaining the integrity of disclosures and compliance with the Data Privacy Act. Hence, the LRPD proposes to conduct the “National Orientation on the Proper Handling of Disclosure and Data Privacy.”

The National Orientation on Proper Handling of Disclosure and Data Privacy shall have the following objectives:

- a. Identify and understand the roles of child protection committee members in handling disclosures and respecting data privacy rights of learners;
- b. Recognize the importance of confidentiality and sensitivity of data; and
- c. Understand the principles, guidelines, discipline in handling disclosures.

The Orientation will be conducted from April 14-16, 2025 at Ecotech Center, Lahug, Cebu City. Participants are expected to check in at the venue on April 14, 2025, Monday, at 2:00 PM, and should check out on April 16, 2025, Wednesday, at 12:00 NN.

The desired participants shall charge their travel expenses to the local funds or the appropriate downloaded funds of the LRPD to the Regional Offices, subject to government accounting and auditing rules and regulations.

The indicative program, as well as the list and allotment of participants, are attached herein. Accordingly, the desired participants shall register through this link: <https://forms.gle/9YS7f8ZGftnHzs427> on or before April 10, 2025.

For queries or any related concern, you may contact the LRPD through Atty. Suzette T. Gannaban-Medina, Officer-In-Charge, Director III, Bureau of Learner Support Services and Learner Rights and Protection Office through e-mail at lrpo@deped.gov.ph.

For appropriate action.

LRPD-CTC-PAD-RNP

INDICATIVE PROGRAM

National Orientation on the Proper Handling of Disclosure and Data Privacy, DepEd Ecotech Center, Lahug, Cebu City on April 14-16, 2025.

DAY 1 April 14, 2025 (MONDAY)	
07:00 AM – 01:59 PM	Arrival, Registration, and Check-in of Participants
02:00 PM – 02:15 PM	Opening Program • National Anthem • Prayer • Recitation of the DepEd Quality Policy • Panatang Makabata • House Rules
02:15 PM – 02:30 PM	Welcome Remarks Salustiano T. Jimenez, Jd, EdD, CESO III <i>Regional Director, DepEd Region VII- Central Visayas</i>
02:30 PM – 02:45 PM	Background, Overview, and Objective of the Orientation, and Levelling of Expectations Ms. Camille Grace T. Cariaga <i>Technical Assistant III, Learner Rights and Protection Division- Learner Telesafe Contact Center Helpline</i>
02:45 PM – 03:45 PM	Context Setting: Handling Disclosures based on Learner Rights and Protection Policies Mr. Mark Gerry N. Oblanca <i>Project and Development Officer I, Division Learner Formation Coordinator and Division Learner Rights & Protection Focal Person</i>
03:45 PM – 04:30 PM	Case Analysis: Focus Group Discussions on Handling Learner Rights and Protection Incidents Main Facilitator: Mr. Mark Gerry N. Oblanca Co-Facilitator: Pedro Jay A. Danao
04:30 PM – 05:15 PM	Plenary Discussion of Case Analysis: Sharing of Practices in Handling Disclosures and Sensitive Information Facilitator: Ms. Camille Grace T. Cariaga
05:15 PM – 05:30 PM	Synthesis of Day 1 Activities and Reminders for Day 2
06:00 PM – 07:00 PM	Dinner
DAY 2 April 15, 2025 (TUESDAY)	
08:00 AM – 08:30 AM	Opening Ceremonies Management of Learning with Energizer
08:30 AM – 9:45AM	Principles, Guidelines, and Discipline of a Social Worker in Handling Disclosures Ms. Anecita F. Suico, RSW <i>Department of Social Welfare and Services – Cebu City</i>
9:45AM – 11:00AM	The DO's and DON'Ts for School Personnel in Handling Disclosures

	Ms. Nicole Ivanka Princess P. Ebcas, RSW <i>Department of Social Welfare and Services – Cebu City</i>
11:00 AM – 12:00 NN	Case Analysis: Focus Group Discussions on Handling Learner Rights and Protection Incident <i>(Application of Resource Speaker's Principles, Guidelines, Discipline and Recommendations)</i> Main Facilitator: Ms. Anecita F. Suico, RSW & Ms. Nicole Ivanka Princess P. Ebcas, RSW Co-Facilitator: Roselhen N. Fortin, RSW
12:00 NN – 01:00 PM	Healthy Lunch
01:00 PM – 01:15 PM	Ingress of Participants and Energizer
01:15 PM – 02:30 PM	Plenary Discussions of Case Analysis Main Facilitator: Roselhen N. Fortin, RSW Co-Facilitator: Pedro Jay A. Danao
02:30 PM – 03:30 PM	Data Privacy in the Context of Education <i>Data Protection Officer, Department of Education</i>
03:30 PM – 04:30 PM	National Privacy Commission Advisory Opinions related to the Protection of Learners' Information <i>Data Protection Officer, Department of Education</i>
04:30 PM – 05:00 PM	Question and Answer
05:00 PM – 05:30 PM	Synthesis of Day Activities and Reminders of Day 3
06:00 PM – 07:00 PM	Healthy Dinner
DAY 3	
April 16, 2025 (WEDNESDAY)	
08:00 AM – 08:30 AM	Opening Ceremonies Management of Learning and Recap
08:30 AM – 09:30 AM	Possible Administrative Sanctions / Legal Liabilities Atty. Glory Jane A. Alegado <i>Legal Officer – DepEd Regional Office VII</i>
09:30 AM – 10:00 AM	Question and Answer with Legal Officer
10:00 AM – 10:15 AM	Closing Remarks Atty. Suzette T. Gannaban-Medina <i>Officer-in-Charge, Director III</i> <i>Bureau of Learner Support Services and Learner Rights and Protection Office</i>
10:15 AM – 11:00 AM	Awarding of Certificates
11:00 AM – 11:59 AM	Check Out of Participants
12:00 NN – 01:00 PM	Healthy Lunch

LIST OF PARTICIPANTS

- a. **Program Management Team from the Central Office (5)**
 1. Atty. Suzette T. Gannaban-Medina, Officer-In-Charge, Director III, Bureau of Learner Support Services and Learner Rights and Protection Office
 2. Ms. Camille Grace T. Cariaga, Technical Assistant III
 3. Ms. Eloisa M. Sadia, Technical Assistant II
 4. Mr. Pedro Jay A. Danao, Technical Assistant I
 5. Ms. Roselhen N. Fortin, RSW, Technical Assistant I