



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

06 MAR 2026

DIVISION MEMORANDUM

No. **119** s. 2026

**REPORTING OF PERSONAL DATA BREACHES AND SECURITY INCIDENTS
TO THE DIVISION OFFICE**

To: Assistant Schools Division Superintendent
Chief Education Supervisors - SGOD & CID
Public Schools District Supervisors
Elementary, Secondary, and Integrated School Heads
All Others Concerned

1. As a public institution handling sensitive learner and personnel records, DepEd is legally obligated to implement security measures and ensure timely breach notification to comply with national data privacy regulations. In the context of the Department of Education (DepEd), the legal basis for reporting data breaches and security incidents is grounded in the Data Privacy Act of 2012, which requires government agencies to protect personal information and report notifiable data breaches to the National Privacy Commission and affected data subjects.
2. 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 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."
3. With the foregoing premise, this office requires the reporting of all personal data breaches and security incidents to the Division Office using the attached report template and to be submitted using official DepEd e-mail on this link: <https://11nk.dev/Sfnbx>
4. In case the school has no occurrence of a personal data breach and/or security incident, kindly check the box for NO on the form.
5. For guidance, security incidents and personal data breaches covered by the reporting/notification include:
 - Situations involving sensitive personal information or any other information that may, under the circumstances, be used to enable identity fraud;
 - Situations where there is reason to believe that the information may have been acquired by an unauthorized person; and
 - 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.



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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6. It must be noted that data received by the Division Office shall be treated with utmost confidentiality under the Implementing Rules and Regulations of the Data Privacy Act of 2012.
7. Furthermore, this measure shall be implemented without discrimination based on age, school, gender, civil status, disability, religion, or any other personal circumstances, in accordance with the Principles of Equal Opportunity.
8. Immediate dissemination of and compliance with this Memorandum are desired.


ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated

Reference: Data Privacy Act of 2012

To be indicated in the Perpetual Index under the following subjects:

DATA PRIVACY SCHOOLS



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PERSONAL DATA BREACHES AND SECURITY INCIDENTS REPORT

School:	
Presence of Personal Data Breaches and Security Incidences <i>(Please put a check mark)</i>	Did the School handle any security incidents and personal data breaches from 01 January 2025 to 31 December 2025? <input type="checkbox"/> YES , our School handled personal data breaches and/or security incidences. <input type="checkbox"/> NO , our School did not handle any personal data breaches and/or security incidences.
Type of Report: <i>(Please put a check mark)</i>	IF YES, <input type="checkbox"/> Security Incident <input type="checkbox"/> Personal Data Breach
HOW DID THE SECURITY INCIDENT OCCUR? <i>(Please check the circle that corresponds to the incident.)</i>	
<ul style="list-style-type: none"> ○ Theft ○ Fraud ○ Sabotage/Physical Damage ○ Malicious Code ○ Hacking/Logical Infiltration ○ Misuse of Resources ○ Hardware Failure ○ Software Failure ○ Software Maintenance Error 	<ul style="list-style-type: none"> ○ Communication Failure ○ Fire ○ Flood ○ Design Error ○ User Error ○ Operations Error ○ Software Maintenance Error ○ Third Party Services ○ Others <i>(Please specify)</i> <hr style="width: 20%; margin-left: auto; margin-right: 0;"/>
PERSONAL DATA BREACH <i>(What is/are being affected on this breach?)</i>	
<input type="checkbox"/> Confidentiality (breach resulting from the unauthorized disclosure of or access to personal data) <input type="checkbox"/> Integrity (breach resulting from alteration of personal data) <input type="checkbox"/> Availability (breach resulting from loss, accidental or unlawful destruction of personal data)	
Prepared by:	
Position:	
Signature:	
Noted by: <i>(signature over printed name of school head/immediate head)</i>	



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