



Republic of the Philippines  
Department of Education  
NEGROS ISLAND REGION

MAR 09 2026

**REGIONAL MEMORANDUM**

No. 243, s. 2026

**CALL FOR SUBMISSIONS FOR THE DEPARTMENT OF EDUCATION'S  
(DEPED) ANNUAL SECURITY INCIDENT REPORT TO THE NATIONAL  
PRIVACY COMMISSION**

To: OIC-Assistant Regional Director  
Schools Division Superintendents  
All Others Concerned

1. Attached is Memorandum DPO-2026-006, dated February 24, 2026 from Roger B. Masapol, Data Protection Officer, Data Privacy Office, Department of Education, titled Call for Submissions for the Department of Education's (DEPED) Annual Security Incident Report to the National Privacy Commission, which is self-explanatory.
2. Immediate dissemination of and compliance with this Memorandum are desired.

**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As Stated  
Reference: As Stated  
To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS AND OFFICES    POLICY    REPORTS

ACVD/PAU - RM-SubmissionOfDepEdAnnualSecurityIncidentReport  
DepEdNIR-PAU-Com-2026-003/ March 9, 2026



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

**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

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

<sup>2</sup> Rule I, Sec. 3 (s) 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 : \_\_\_\_\_