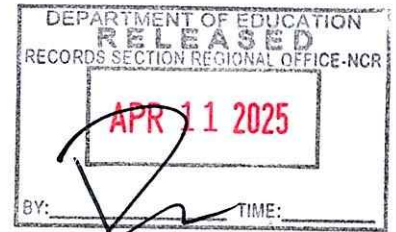




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM
ORD-2025-346

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
SDO Caloocan City
SDO Parañaque City

FROM : **JOCELYN DR ANDAYA**
Regional Director, NCR
Concurrent Officer-in-Charge, Office of the
Assistant Secretary for Operations

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

DATE : April 10, 2025

1. This is relative to the attached Memorandum DM-OUOPS-2025-11-02308, dated April 2, 2025, from **MALCOLM S. GARMA**, Assistant Secretary, Officer-in-Charge, Office of the Undersecretary for Operations, Department of Education, DepEd Complex, Meralco Avenue, Pasig City, contents of which are self-explanatory.

2. This national event is scheduled on April 14-16, 2025 at DepEd Ecotech Center, Sudlon, Lahug, Cebu City. The participants are the selected Division Learner Rights and Protection Focals from the following Schools Division Offices:

SDO	Division Focal Person
Caloocan City	Ms. Myris Joy DG. Tugo
Parañaque City	Mr. Hector Hugh Ngales

3. Travel Expenses of the participants shall be charged to the downloaded funds of the Learner Rights and Protection Section, Regional Office, subject to usual accounting and auditing rules and regulations. For confirmation of attendance, participants are requested to register through this link:
<https://forms.gle/9YS7f8ZGftnHzs427>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

4. For queries and other concerns, please contact LRPS through email at lrps.ncr@deped.gov.ph.
5. Immediate dissemination and compliance of this Memorandum is desired.

Encl.: As stated



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

FROM : 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

Approved by Undersecretary for Operations
RELEASED
DATE: 4/8/25 TIME: 6:45 PM
NAME: *[Signature]*
MALCOLM S. GARMA
*Assistant Secretary, Officer-In-Charge,
Office of the Undersecretary for Operations*

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-RNF

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 <ul style="list-style-type: none"> • 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

b. Resource Persons (6)

1. Mr. Mark Gerry N. Oblanca, Project and Development Officer I, Division Learner Formation, Coordinator and Division Learner Rights & Protection Pocal Person
2. Ms. Anecita F. Suico, RSW, Department of Social Welfare and Services – Cebu City
3. Ms. Nicole Ivanka Princess P. Ebcas, RSW, Department of Social Welfare and Services – Cebu City
4. Data Protection Officer, Department of Education
5. Atty. Glory Jane A. Alegado – Attorney III, DepEd Regional Office VII

c. Participants from the Regional Offices (77)

1. Regional Learner Rights and Protection Division Focal Persons, whether permanent or Contract of Service (COS)
2. Other representatives from the Regional Office, preferably the members of the Regional Learner Rights and Protection Committee or their representatives

Region	Allotment per RO
I	4
II	4
CAR	4
III	4
NCR	4
CALABARZON	4
MIMAROPA	4
V	4
VI	6
VII	13
VIII	6
IX	4
X	4
XI	4
XII	4
CARAGA	4
Total	77

Summary of participants:

Office	Number of Persons
Program Management Team from the Central Office	5
Resource Persons	6
Participants	77
Total	88