



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

22 June 2026

DIVISION MEMORANDUM

No. 315, s. 2026

**REITERATION OF STRICT COMPLIANCE WITH THE DATA PRIVACY ACT OF 2012
(REPUBLIC ACT NO. 10173)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/PICDs
School Heads (Public and Private)
All Others Concerned

1. In accordance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012, this Office reiterates the inherent obligation of all personnel in the field to ensure the protection and security of learners' and teachers' personal information, particularly in the use of virtual and online school systems.
2. All concerned are reminded that the unauthorized disclosure or public posting of personal data is strictly prohibited. This includes, but is not limited to, the following:
 - Publicly uploading class rosters;
 - Posting grading sheets;
 - Sharing documents containing learners' Learner Reference Number (LRN);
 - Posting names, class sections, addresses, and other personal information of learners in public online platforms;
 - Posting teachers' personal information such as contact details, addresses, and similar data.
3. Exposing such information is considered processing of sensitive personal information under the law. As emphasized by the National Privacy Commission (NPC), publicly posting class rosters or similar records containing learners' personal details is not recommended and constitutes a violation unless proper consent and legal basis are established.
4. It is further emphasized that posting any personal information of learners shall only be allowed when prior informed consent from parents or guardians has been secured, and only when necessary and compliant with applicable laws, rules, and regulations.
5. All schools and offices are directed to review their current data handling practices and ensure adherence to **data privacy principles**, including **transparency, legitimate purpose, and proportionality**.
6. Immediate compliance with this Memorandum is hereby directed.



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