



Republic of the Philippines  
**Department of Education**

REGION XI  
SCHOOLS DIVISION OF DIGOS CITY

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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2024-253

To : SGOD & CID Chiefs  
Division SBM Coordinator  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads

Subject : **DISSEMINATION OF MEMORANDUM NO. OUOPS-2024-05-03942  
(GUIDANCE ON POSTING LEARNERS' IMAGES OR DATA  
POSTINGS ON SOCIAL MEDIA)**

Date : June 7, 2024

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This has reference to Regional Memorandum ESSD-2024-233, re: Dissemination of Memorandum No. OUOPS-2024-05-03942 (Guidance on Posting Learners' Images or Data Postings on Social Media).

This is to reiterate the need to protect the right to privacy of our learners in this digital age. For emphasis, the Department of Education (DepEd) strictly adheres to the United Nations Convention on the Rights of the Child (UNCRC) in safeguarding our learners against abuse, neglect, and exploitation. DepEd issued **DepEd Order No. 40, s. 2012 or the "Child Protection Policy,"** reiterating DepEd's zero-tolerance policy for any act of abuse, exploitation, violence, discrimination, bullying, and other forms of violence directed towards our learners.

Pursuant to **Republic Act No. 10173**, otherwise known as the "**Data Privacy Act of 2012**", learners including teaching and non-teaching personnel are considered as data subjects whose personal information are protected by law, Section 13 and 16:

**Sec 3. (b) Consent of the data subject** refers to any freely given, specific, informed indication of will, whereby the data subject agrees to the collection and processing of personal information about and/or relating to him/her. Consent shall be evidenced by written, electronic or recorded means.

**Sec 3 (g) Personal Information** refers to any information whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
Telephone Nos.: (082) 553-8375; (082) 553-8396





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**Department of Education**

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SCHOOLS DIVISION OF DIGOS CITY

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**Sec 16. Rights of the Data Subject-** the data subject is entitled to:

- a. Be informed whether personal information pertaining to him or her shall be, are being, or have been processed.
- b. Be furnished the information indicated hereunder before the entry of his or her personal information into the processing system of the personal information controller, or at the next practical opportunity:
  - (1) Description of the personal information to be entered into the system;
  - (2) Purposes for which they are being or are to be processed;
  - (3) Scope and method of the personal information processing;
  - (4) The recipients or classes of recipients to whom they are or may be disclosed;
  - (5) Methods utilized for automated access, if the same is allowed by the data subject, and the extent to which such access is authorized;
  - (6) The identity and contact details of the personal information controller or its representative;
  - (7) The period for which the information will be stored; and
  - (8) The existence of their rights, i.e., to access, correction, as well as the right to lodge a complaint before the Commission.

In consideration of the learners minority, parental or guardian's consent is necessary prior to the use of the learner's data for media posting. Additionally, DO 32, s. 2022, recognizes our learners as subjects with rights and obligations. As duty-bearers, it is our responsibility to empower them to know and advocate their rights and be involved in policies or activities affecting them. As such, their affirmative consent is needed prior to posting of their personal information or image.

This Office reminds all school personnel to uphold responsibilities as duty bearers in ensuring that the rights of learners are recognized and protected. Consequently, all school personnel are to exercise special parental authority and responsibility over learners under their supervision. DepEd order No. r40, s 2012 highlights the specific duties and responsibilities of the school personnel in ensuring that the rights of learners are protected and exemplify respect for the data privacy of individuals, to wit:



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SCHOOLS DIVISION OF DIGOS CITY

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**Office of the Schools Division Superintendent**

- B. Keep them in their company and support, educate instruct them by the right precept and good example;
- G. Inculcate the value of respect and obedience.

Under the Cybercrime Prevention Act, consent is necessary when sharing or posting images of other people on social media to avoid possible legal consequences especially if the person affected believes that his privacy or reputation has been violated or compromised.

Accordingly, enclosed is a copy of the DepEd's *Consent, Waiver, Indemnity, and Release Form* which is required to be filled out by learners' parents or guardians involved in any media posting by said agency whether written, audio-recorded or photographed. Moreover, following the Rights-Based Education (RBE), learners should also be consulted on matters affecting them. This Office would like to compel school personnel from all schools division offices to refer and use this form prior to posting information or image of learners in social media.

For your guidance and strict observance.

For and in the absence of the  
Schools Division Superintendent

**MARIA GENEVIEVE T. FRANCISQUETE**  
Assistant Schools Division Superintendent  
Officer-In-Charge

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RECEIVED**  
74-122788  
DATE: JUN 18 2024 TIME: 10:40 AM  
BY:

Enclosed: As stated.  
SGOD/cab



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Telephone Nos.: (082) 553-8375; (082) 553-8396





Ready



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

3/284  
DepEd Schools Division of Digos  
RECORDS SECTION  
**RECEIVED**  
DATE: 04 JUN 2024 TIME: 10:53  
122388  
[Signature]

**Office of the Regional Director**

REGIONAL MEMORANDUM  
ESSD-2024-233

To : Schools Division Superintendents  
Chief Education Supervisor, ESSD

Subject: DISSEMINATION OF MEMORANDUM NO. OUOPS-2024-05-03942  
(GUIDANCE ON POSTING LEARNERS' IMAGES OR DATA POSTINGS  
ON SOCIAL MEDIA)

Date : May 28, 2024

Attached is Memorandum No. 2024-05-03942 from the Office of the Undersecretary for Operations dated May 15, 2024, contents are self-explanatory.

Immediate and wide dissemination of this Memorandum is desired.

**ALLAN G. FARNAZO**  
Director IV  
[Signature]

Enclosed: As stated

ROE/smtc

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RELEASED**  
BY: [Signature] 9:27  
DATE: June 4, 2024  
3/284



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147  
Email Address: region11@deped.gov.ph  
Website: www.depedroxi.ph









Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS DEPARTMENT OF EDUCATION ROXAS

**MEMORANDUM**  
 OM-OUCPS-2024-*of* 03942

RECORDS SECTION  
**RECEIVED**  
 By: *[Signature]*  
 Date: *5.22.24* Time: *11:15*

**TO :** REGIONAL DIRECTORS  
 SCHOOLS DIVISION SUPERINTENDENTS  
 SCHOOL DISTRICT SUPERVISORS  
 SCHOOL HEADS  
 LEARNER RIGHTS AND PROTECTION FOCAL PERSONNEL  
 ALL OTHERS CONCERNED

**FROM :** *[Signature]*  
 ATTY. REYSEE A. ESCOBEDO  
 Undersecretary for Operations

**SUBJECT :** GUIDANCE ON POSTING LEARNERS' IMAGES OR DATA  
 POSTINGS ON SOCIAL MEDIA

**DATE :** May 15, 2024

This is to reiterate the need to protect the right to privacy of our learners in this digital age. For emphasis, the Department of Education (DepEd) strictly adheres to the United Nations Convention on the Rights of the Child (UNCRC) in safeguarding our learners against abuse, neglect, and exploitation. DepEd issued DepEd Order No. 40, s. 2012 or the "Child Protection Policy," reiterating DepEd's zero-tolerance policy for any act of abuse, exploitation, violence, discrimination, bullying, and other forms of violence directed towards our learners.

Pursuant to Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012", learners including teaching and non-teaching personnel are considered as data subjects whose personal information are protected by law, Section 13 and 16:

**Sec. 3. (b) Consent of the data subject** refers to any freely given, specific, informed indication of will, whereby the data subject agrees to the collection and processing of personal information about and/or relating to him or her. Consent shall be evidenced by written, electronic, or recorded means.

**Sec. 3. (g) Personal Information** refers to any information whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.

**Sec. 16. Rights of the Data Subject** - The data subject is entitled to:

(a) Be informed whether personal information pertaining to



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600  
 Telephone Nos.: (02) 8633-5313; (02) 8631-8492  
 Email Address: [oure@deped.gov.ph](mailto:oure@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

Doc. Ref. Code	OM-OUCPS	Rev	01
Effectivity	03 23 23	Page	1 of 3









him or her shall be, are being, or have been processed.

(b) Be furnished the information indicated hereunder before the entry of his or her personal information into the processing system of personal information into the processing system of the personal information controller, or at the next practical opportunity:

- (1) Description of the personal information to be entered into the system;
- (2) Purposes for which they are being or are to be processed;
- (3) Scope and method of the personal information processing;
- (4) The recipients or classes of recipients to whom they are or may be disclosed;
- (5) Methods utilized for automated access, if the same is allowed by the data subject, and the extent to which such access is authorized;
- (6) The identity and contact details of the personal information controller or its representative;
- (7) The period for which the information will be stored; and
- (8) The existence of their rights, i.e., to access, correction, as well as the right to lodge a complaint before the Commission.

In consideration of the learners minority, parental or guardian's consent is necessary prior to the use of the learner's data for media posting<sup>1</sup>. Additionally, D.O. 32, s. 2022<sup>2</sup> recognizes our learners as subjects with rights and obligations. As duty-bearers, it is our responsibility to empower them to know and advocate their rights and be involved in policies or activities affecting them. As such, their affirmative consent is needed prior to posting of their personal information or image.

This Office reminds all school personnel to uphold their responsibilities as duty-bearers in ensuring that the rights of learners are recognized and protected. Consequently, all school personnel are to exercise special parental authority<sup>3</sup> and responsibility over the learners under their supervision. DepEd Order No. 40, s. 2012<sup>4</sup> highlights the specific duties and responsibilities of the school personnel in ensuring that the rights of learners are protected and exemplify respect for the data privacy of individuals, to wit:

B. Keep them in their company and support, educate and instruct them by the right precept and good example;

G. Inculcate the value of respect and obedience.

<sup>1</sup> DepEd Order No. 40, s. 2012, "Child Protection Policy", Section 3.a.

<sup>2</sup> DepEd Order No. 31, s. 2022, "Rights-Based Education (RBE) Framework in Philippine Basic Education".

<sup>3</sup> Family Code of the Philippines, Article 218.

<sup>4</sup> DepEd Order No. 40, s. 2012, "Child Protection Policy", Section 8,b and g.





Under the Cybercrime Prevention Act<sup>5</sup>, consent is necessary when sharing or posting images of other people on social media to avoid possible legal consequences especially if the person affected believes that his privacy or reputation has been violated or compromised.

Accordingly, enclosed is a copy of the DepEd's *Consent, Waiver, Indemnity, and Release form* which is required to be filled out by learners' parents or guardians involved in any media posting by the said agency whether written, audio-recorded, or photographed. Moreover, following the Rights-Based Education (RBE), learners should also be consulted in matters affecting them. This Office would like to compel school personnel from all schools division offices to refer and use this form prior to posting any information or image of learners in social media.

For your guidance and strict observance.

Thank you very much.

[LRPO/ASPR]

<sup>5</sup> Republic Act No. 10175, "Cybercrime Prevention Act of 2012".





# Department of Education

Republic of the Philippines

## CONSENT, WAIVER, INDEMNITY and RELEASE

I, \_\_\_\_\_, M/ F, \_\_\_\_\_ years of age, hereby grant permission to the Department of Education (DepEd) and its representatives to make recordings of my voice and to take photographs and /or videos in which I appear in, to be used for the communications and various public campaigns of the Agency be it in print, broadcast, and/or electronic media, at the event and location stated below:

Production name/ Project title: \_\_\_\_\_

Location: \_\_\_\_\_

I acknowledge that the DepEd owns all rights to these images and recordings. I further grant the DepEd and its representatives the right to use, display, exhibit, reproduce, distribute, and create derivative works of these images and recordings in any media now known or later developed.

I hereby waive any right to inspect or approve the use of the images or recordings or of any written derivatives. I further waive all moral rights. I also waive any right to royalties or other compensation arising from or related to the use of the materials.

I hereby release, defend, indemnify, and hold harmless the DepEd and its representatives from and against any claims, damages, or liability arising from or related to the use of the images, recordings, or materials, including but not limited to claims of defamation, invasion of privacy, or rights of publicity or copyright infringement, or any misuse, distortion, blurring, alteration, optical illusion or use in composite form that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

I am 18 years of age or older/ I am accompanied by my legal guardian, and I am competent to enter into this contract/ NAME OF GUARDIAN: \_\_\_\_\_ has legal authority to enter into this contract. I have read this document before signing below, and I fully understand the contents, meaning and impact of this consent, waiver, indemnity and release.

This consent, waiver, indemnity and release is binding on me, my heirs, executors, administrators and assigns.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
mm dd yyyy

\_\_\_\_\_  
Signature over printed name of Parent /Guardian/ Teacher

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
mm dd yyyy

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

DepEd Complex, Meralco Avenue, Pasig City, Philippines 1600  
Tel: (632) 633-7208 / 633-7228 / 632-1361 • Fax: (632) 735-6167  
www.deped.gov.ph







## Department of Education Republic of the Philippines

In line with the mission of the Department of Education (DepEd) to provide quality, equitable, culture-based, and complete basic education where:

- Students learn in a child-friendly, gender-sensitive, safe, and motivating environment;
- Teachers facilitate learning and constantly nurture every learner;
- Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen;
- Family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners;

And in accordance with the DepEd's thrust to continuously improve itself to better serve its stakeholders, an effective communications strategy paves the way to a more efficient public policy formulation and implementation.

The Department of Education and its representatives are therefore seeking your permission to take and make use of voice recordings and/ or audiovisual images of you/ your children/ your students for the purposes stated above.

Please furnish us with your full name and signature on the next page should you confirm your consent to the proposed use of your/ your children/ your students' photographs and video/voice recordings in our communications and publicity materials.

Thank you very much.

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Tel: (632) 633-7208 / 633-7228 / 632-1361 • Fax: (632) 735-6167  
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