



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

SGOD-2024- 257

To: : Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Education Program Supervisors
Public School Heads
Public School Teachers

Subject : **INVITATION TO ATTEND AN ONLINE WORKSHOP FOR IN-DEPTH
PRIVACY IMPACT ASSESSMENT (PIA) AND FRAMEWORK CONTROLS
WORKSHOP**

Date : April 24, 2024

This is in reference to the Indorsement dated April 19, 2024, signed by Allan G. Farnazo, Director IV, re: **Invitation to Attend an Online Workshop for In-Depth Privacy Impact Assessment (PIA) and Framework Controls Workshop**, inviting voluntary participation on the Online Workshop for In-Depth Privacy Impact Assessment (PIA) and Framework Controls Workshop on May 22-24, 2024, June 19-21, 2024 and July 24-26, 2024 via digital communication technology, for consideration.

Relevant details and information are provided in the enclosures.

Attendance/participation is on official time only.

Immediate and wide dissemination of this Memorandum is directed.

M. P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
OIC - Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
24-1974
DATE: APR 25 2024 TIME: 1:17pm
BY: *[Signature]*

Enclosed: As stated
SGOD/jsa



RECORDS

24-29603



Republic of the Philippines
Department of Education
DAVAO REGION

DepEd Schools Division Office - Davao City
RECORDS SECTION

RECEIVED 119741
DATE: 23 APR 2024 TIME: 11:58
BY:

Office of the Regional Director

1st Indorsement
April 19, 2024

Respectfully referred to the Schools Division Superintendents of DepEd Region XI, the herein basic communication from Christopher Sentin, Yisrael Solutions and Training Center, Inc. inviting participation on the conduct of the **"Invitation to attend an Online Workshop for In-Depth Privacy Impact Assessment (PIA) and Framework Controls Workshop"** on May 22-24, 2024, June 19-21, 2021 and July 24-26, 2024, vi digital communication technology, for consideration.

ALLAN G. FARNAZO
Director IV

Enclosed: As Stated.
ROH9/maba

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

By:
Date: Apr. 23, 2024
29603



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



YISRAEL SOLUTIONS AND TRAINING CENTER, INC.

**Subject: Invitation to attend an Online Workshop on In-Depth Privacy
Impact Assessments (PIA) and Framework Controls Workshop**

4-15-24 11:00

Dear Sir/Madam,

Greetings!

Yisrael Solutions and Training Center Inc. is committed to the welfare of the country and the people. In line with the recent pandemic or the spread of COVID-19, the conduct of training classes or seminars/workshops all over the country has been temporarily postponed indefinitely until further notice to ensure the security, health, and safety of our countrymen. However, we have decided to continue our operations with virtual classrooms and remote work through the use of digital communication technology.

As an alternative option to face-to-face, we would like to offer you our online workshop, the online equivalent of being in a training room and learning together as a group through collaborative activities which will be conducted over the internet.

Sections 4, 5, and 6 of NPC Circular 2016-01 require government agencies to conduct a Privacy Impact Assessment (PIA) for each program, process, or measure within the agency that involves personal data. At the same time, Section 6 of NPC Circular 2016-03 recommends the conduct of a PIA as part of any organization's security incident management policy. This Advisory shall apply to all natural or juridical persons, or any other body in the government or private sector engaged in the processing of personal data within and outside of the Philippines, subject to the applicable provisions of the DPA, its IRR, and other relevant issuances of the NPC.

In continuing the journey of compliance, each PIC should assess the risk and put the appropriate organizational, physical, and technical measures to ensure the security and protection of the data being processed. The modules to be discussed will educate the participants on how to conduct the Privacy Impact Assessment by means of reporting their own automated system on the workshop itself.

Day 1 of the workshop will be a discussion about the risk assessment principles of Privacy Impact Assessment (PIA). This session will provide participants guidance on applying the PIA principles using the information life cycle

The process within the agency or organization. Also, the participants will be able to do their own process flow using a case study and plan their own information process flow.

Day 2 of the workshop will tackle on Data Protection Controls. Participants will be able to know the basics of organizational controls such as Governance structures, Privacy templates, and managing third parties. The team will present their draft Data Sharing and Activity (DSA)s based on the principles and privacy provisions on the consent forms.

Day 3 will be a presentation of each agency or organization of their draft PIAs to the group. Comments and suggestions are collected in order to improve the PIAs. At the end of the session, the team will present action plans to management and obtain sign-off using sample templates.

hashlan@yisraelsolutions.com



YISRAEL SOLUTIONS AND TRAINING CENTER, INC.

Part of the workshop is the participants participated in the "pre-work assignment" by filling up the PIA template, and what the desired Systems they want to register with NPC. The system collects, processes, and stores personal and sensitive data. The requirement will be at least 1 to 2 systems per agency.

While we are staying at home to help control the spread of COVID-19, we are inviting you to attend our online workshop classes for In-Depth Privacy Impact Assessments (PIA) and Framework Controls Workshop. Part of the workshop is the participants participated in the "pre-work assignment" by filling up the PIA template, and what the desired Systems they want to register with NPC. A system that collects, processes, and stores personal and sensitive data. The requirement will be at least 1 to 2 systems per agency.

Below are the online workshop class programs/modules:

MODULES	SESSION/ HRS
SESSION 1: (DAY 1) <ul style="list-style-type: none">• MODULE 1 - PRINCIPLES OF PRIVACY IMPACT ASSESSMENT (PIA) AND ISO 29134 PIA METHODOLOGY.• MODULE 2 – PREPARATORY OF PIA: DATA MAPPING & PERSONAL DATA PROCESS FLOW.• MODULE 3 – DATA PROTECTION CONTROLS: TECHNICAL AND PHYSICAL SECURITY MEASURES.	9:00 am. – 12:00 nn. 1:00 pm. – 2:30 pm. 2:30 pm. – 4:00 pm.
SESSION 2: (DAY 2) <ul style="list-style-type: none">• MODULE 4 – DATA PROTECTION CONTROLS: ORGANIZATIONAL SECURITY MEASURES.• MODULE 5 – PRESENTATION OF DATA SHARING AND ACTIVITY ON CONSENT FORMS	9:00 am. – 12:00 nn. 1:00 pm. – 4:00 pm.
SESSION 3: (DAY 3) MODULE 6 – PIA PRESENTATIONS	9:00 am. – 4:00 pm.
TENTATIVE SCHEDULES: (2024) MAY 22-24 JUNE 19-21 JULY 24-26	



YISRAEL SOLUTIONS AND TRAINING CENTER, INC.

Our online workshop will be held for three (3) days and the Online Workshop Fee is Php 2,500/day per pax total of Php 7,500 for 3 days. Kindly fill up the attached Confirmation Form which requires a list of your participants and fax it to (027) 956-2025 or email at hashien@yisraelsolutions.com for your workshop schedule. Please deposit the payment and email the deposit slip then a meeting ID and a password will be sent to your email. Payment should be made on the account of **YISRAEL SOLUTIONS AND TRAINING CENTER INC.**

We also conduct an in-house workshop wherein a central office can organize its regions to attend an online workshop. If you are interested, please inform us at the contact numbers stated below.

For inquiries and/or clarification, please contact us by email at hashien@yisraelsolutions.com (attention to: Christopher Sentin); or through text at mobile number 0968-595-9169(Smart); 0976-154-5409 (TM);

Our team, though working from our own homes, would like to remind you to sanitize your gadgets, aside from washing hands frequently, as an added precautionary measure to prevent the spread of the virus.

We hope to see you in our online workshops!

YISRAEL SOLUTIONS AND TRAINING CENTER INC.

PRIVACY STATEMENT

We are committed to maintaining the accuracy, confidentiality, and security of your personally identifiable information ("Personal Information"). As part of this commitment, our privacy policy governs our actions as they relate to the collection, use and disclosure of Personal Information.

We are responsible for maintaining and protecting the Personal Information under our control. We have designated an individual or individuals who is/are responsible for compliance with our privacy policy.

Personal information will generally be collected directly from you through the use of any of our standard forms, over the internet, via email, or through a telephone conversation with you. We may also collect personal information about you from third parties acting on your behalf (for instance, agents or contact person).

We also collect information from subscribers (persons registering their details with us through the website) or website visitors for the purpose of improving our quality and effectiveness and to provide you with information. We will not publish your name in connection with any information you provide without your permission.

✉ hashien@yisraelsolutions.com

ATTENTION TO: Christopher Sentin

Confirmation Date: _____

MESSAGE: Please fill out the form below (readable and correct name spelling of participants) and
email to: hashien@yisraelolutions.com

CONFIRMATION FORM

(Privacy Impact Assessment and Baseline of Privacy Management Framework Workshop)

Please take note that Confirmation/Reservation is on a First Come First Serve Basis)

Name of Company:					
Address: (For LBC)				Region:	
Type of Organization:					
Contact Person:			Tel. No.	Mobile No.	Fax No.
Participants Details:					
First Name	Middle Initial	Last Name	Tel. No	Mobile No	Position
Email Address:					

Please reserve me/us on this workshop schedule:

Date	Time	No. of Slot Reserve	Total Amount (Php 7,500 per pax for 3-days)

PAYMENT METHOD All payments shall be made in Philippine Pesos. <input type="checkbox"/> Check payment/Deposit Slip Please make check payable to: YISRAEL SOLUTIONS AND TRAINING CENTER INC	Pls deposit your payment to our LandBank Account BANK DETAILS: Account Name: YISRAEL SOLUTIONS AND TRAINING CENTER INC Account Number: 1641-1087-11 Pasig-C. Raymundo Ave. Branch (Pls fax or email the payment to us: hashien@yisraelolutions.com)
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Requested by: _____ Signature over printed Name	REGISTRATION POLICY: GUARANTEED SEATS Please fill up the confirmation form to guarantee your slots. Those who confirmed will be given "priority status" contingent upon availability of seats. CANCELLATION POLICY NO cancellation will be made upon confirmation, however, substitutes are allowed only when there is a written notice to the Yisrael Solutions and Training Center Inc. at least five (5) working days prior to the seminar. Please take note that there is a LATE-CANCELLATION and NON- ATTENDANCE CHARGE of Php 1,000/day per participant to cover training costs.
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PRIVACY NOTICE:
"We from Yisrael Solutions and Consulting (YISCON), Inc. will make sure that all of the personal informations you have provided will be secured and remain confidential as much as possible. We collect informations with your proper consent and that necessary personal in information with the intent to fulfill the purpose in transacting with us."

RS
29715



Republic of the Philippines
Department of Education
DAVAO REGION

Schools Division of Digos City
RECORDS SECTION
RECEIVED 119740
DATE: 23 APR 2024 TIME: 11:55
BY: [Signature]

Office of the Regional Director

REGIONAL MEMORANDUM
AD-2024-103

To : Assistant Regional Director
Schools Division Superintendents
All Others Concerned

Subject: REMINDER ON THE FILLING-UP OF UNFILLED ADMINISTRATIVE
OFFICER II (AO II) AND PROJECT DEVELOPMENT OFFICER I
(PDO I) ITEMS CREATED FROM FY 2020-2023

Date : April 22, 2024

Herewith is Memorandum DM-OUHROD-2024-0727 from Atty. Michael Wesley T. Poa, Undersecretary and Chief of Staff and Wilfredo E. Cabral, Officer-In-Charge, Office of the Undersecretary Human Resource and Organizational Development, relative to the filling-up of unfilled Administrative Officer II and Project Development Officer I created from FY 2020-2023, contents are self-explanatory.

For information and appropriate action.

ALLAN G. FARNAZO
Director IV [Signature]

Enclosed: As stated.

ROA9/kgpf

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

By: [Signature]
Date: Apr. 23, 2024
29715



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DEPARTMENT OF EDUCATION ROXI
SCHOOL DIVISION OFFICE



6
4-19-24
7:47

MEMORANDUM
DM-OUHROD-2024-0727

TO : **REGIONAL DIRECTORS**
DepEd Regions I, II, III, IV-A, IV-B, V, VI, VII, IX, XI, XII, CARAGA, CAR, NCR

CONCERNED SCHOOLS DIVISION SUPERINTENDENTS

ATTENTION : **REGIONAL AND SCHOOLS DIVISION OFFICE HUMAN RESOURCE MANAGEMENT OFFICERS**

FROM : **ATTY. MICHAEL WESLEY T. POA**
Undersecretary and Chief of Staff

WILFREDO E. CABRAL
Regional Director
Officer-In Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : **REMINDER ON THE FILLING-UP OF UNFILLED ADMINISTRATIVE OFFICER II (AO II) AND PROJECT DEVELOPMENT OFFICER I (PDO I) ITEMS CREATED FROM FY 2020-2023**

DATE : April 17, 2024

Based on the data reported by the field offices **as of April 15, 2024**, regarding the filling up of unfilled Administrative Officer II (AO II) and Project Development Officer I (PDO I) items, **4.42%** of the total **AO II** items and **7.47%** of the total **PDO I** items have remained unfilled. It is imperative to fill up these items as soon as possible to completely remove administrative tasks from teachers while ensuring that existing administrative support staff in schools are not overwhelmed.



Address: Room 102 Rizal Bldg., Dept. d Complex, Meralco Ave., Pasig City, Metro Manila
Telephone Nos.: 8633 7206
Email Address: usec.hrod@deped.gov.ph
Website: <https://www.deped.gov.ph>

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Effectivity	09 20 21	Page	1 of 2



In this regard, **all Schools Division Offices (SDOs) which are yet to achieve 100% filling-up rate** are directed to comply with the following (See **Annex A** for the complete list of SDOs with unfilled items):

1. **Submit a written report** providing the status of and timeline for filling-up of all unfilled items. Please see attached **Annex B** for the template. The deadline for submission of the said report shall be on **April 24, 2024**;
2. **Fast track the hiring process** and **ensure timely reporting** of filling-up status in the quick count monitoring tool and PMIS. All Regions and SDOs are reminded that reporting should be made every 15th and last day of the month; and
3. **All AO II and PDO I unfilled items shall be filled up on or before June 1, 2024** and shall be deployed to their respective schools before the opening of classes.

The compliance of SDOs shall be regularly monitored by this Office through the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED).

For your appropriate action.



Status of Filing Up - Administrative Officer II (FY 2020-2023) (BASED ON QUICK COUNT AS OF APRIL 15, 2024)						
Region/Division	Authorized	No. of Filled Up Items	% of Filled Up Items	Unfilled Items	Authorized	Unfilled Items
CAR				2		
BENGUET	208	206	99.04%	2		
NCR				16		
CALOOCAN CITY					6	2
LAS PIÑAS CITY	23	21	91.30%	2	6	1
MAKATI CITY	25	24	96.00%	1		
MANDALUYONG CITY	19	18	94.74%	1	2	2
MANILA	70	68	97.14%	2	5	5
MARIKINA CITY	17	16	94.12%	1	3	3
MUNTINLUPA CITY	21	19	90.48%	2		
PARANAQUE	23	21	91.30%	2		
PASIG CITY	28	27	96.43%	1		
QUEZON CITY	91	90	98.90%	1	5	3
VALENZUELA CITY	43	40	93.02%	3		

Authorized	No. of Filled Up Items	% of Filled Up Items	Unfilled Items
			16
6	4	66.67%	2
6	5	83.33%	1
2	-	0.00%	2
5	-	0.00%	5
3	-	0.00%	3
5	2	40.00%	3

**Status of Filling Up - Administrative Officer II
(FY 2020-2023) (BASED ON QUICK COUNT AS OF APRIL 15, 2024)**

Region/Division	Authorized	No. of Filled Up Items	% of Filled Up Items	Unfilled Items	Authorized	No. of Filled Up Items	% of Filled Up Items	Unfilled Items
REGION I				12				5
LA UNION	186	185	99.46%	1	17	12	70.59%	5
PANGASINAN I, LINGAYEN	362	354	97.79%	8				
PANGASINAN II, BINALONAN	290	287	98.97%	3				
REGION II				8				7
CAGAYAN	387	385	99.48%	2	26	23	88.46%	3
ISABELA	444	442	99.55%	2				
NUJVA VIZCAYA	193	189	97.93%	4	9	8	88.89%	1
TUGUEGARAO CITY					3	-	0.00%	3
REGION III				33				2
AURORA	78	77	98.72%	1				
BULACAN					34	32	94.12%	2
MABALACAT CITY	32	29	90.63%	3				
MUÑOZ SCIENCE CITY	22	21	95.45%	1				
NUJVA ECIJA	421	409	97.15%	12				

Status of Filling Up - Administrative Officer II (FY 2020-2023) (BASED ON QUICK COUNT AS OF APRIL 15, 2024)						Region V		
Region/Division	Authorized	No. of Filled Up Items	% of Filled Up Items	Unfilled Items	Authorized	No. of Filled Up Items	% of Filled Up Items	Unfilled Items
REGION V				93				18
CAMARINES SUR	402	353	87.81%	49		29	80.56%	7
MASBATE	212	211	99.53%	1				
NAGA CITY					6	5	83.33%	1
SORSOGON	105	63	60.00%	42	10	-	0.00%	10
SORSOGON CITY	22	21	95.45%	1				
REGION VI				105				10
AKLAN	75	58	77.33%	17	3	2	66.67%	1
CADIZ CITY	27	26	96.30%	1				
CAPIZ	98	61	62.24%	37	5	-	0.00%	5
ESCALANTE CITY	21	18	85.71%	3				
HIMAMAYLAN CITY	17	11	64.71%	6	1	-	0.00%	1
ILOILO	273	255	93.41%	18	15	14	93.33%	1
KABANKALAN CITY	38	35	92.11%	3				
NEGROS OCCIDENTAL	227	212	93.39%	15				
ROXAS CITY	25	24	96.00%	1				

**Status of Filling Up - Administrative Officer II
(FY 2020-2023) (BASED ON QUICK COUNT AS OF APRIL 15, 2024)**

Region/Division	Authorized	No. of Filled Up Items	% of Filled Up Items	Unfilled Items	Authorized	No. of Filled Up Items	% of Filled Up Items	Unfilled Items
MATI CITY	25	23	92.00%	2	5	-	0.00%	5
IGACOS	16	15	93.75%	1				
REGION XII				12				4
NORTH COTABATO	425	419	98.59%	6	15	13	86.67%	2
SOUTH COTABATO	228	225	98.68%	3				
SULTAN KUDARAT	256	253	98.83%	3	15	13	86.67%	2
REGION XIII				1				
BUTUAN CITY	81	80	98.77%	1				

