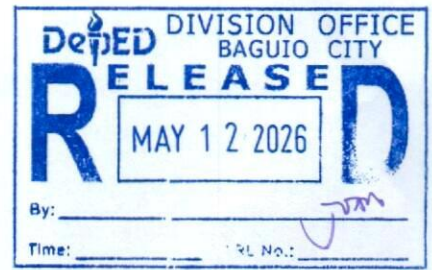




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY



May 11, 2026

**DIVISION MEMORANDUM**


No. 321-2026

**DATA PRIVACY COMPLIANCE: REVIEW AND SECURING OF SHARED FILES  
IN SCHOOLS AND DIVISION OFFICE CONTAINING PERSONALLY  
IDENTIFIABLE INFORMATION (PII)**

To: All Division Office Employees  
Public School Heads  
Public Schools District Supervisors  
Public School Teachers  
Public School Non-Teaching Personnel  
All Others Concerned

1. In support of ongoing efforts to strengthen cybersecurity and uphold compliance with the Data Privacy Act of 2012, all schools, including the Schools Division Office, are encouraged to conduct a review of files stored in Google Drive and Microsoft OneDrive.
2. The review shall focus on files that are shared without restrictions or are publicly accessible and contain Personally Identifiable Information (PII) of learners and personnel. Necessary action should be taken to ensure that such files are properly secured and accessible only to authorized users within the school or organization.
3. This initiative does not intend to limit or discourage the use of digital tools such as online spreadsheets, shared documents, or data collection forms. These tools remain essential in improving efficiency and innovation in school operations; rather, this effort aims to ensure that their use aligns with data privacy standards and that sensitive information is adequately protected.
4. Schools and offices are encouraged to use official DepEd accounts when accessing and sharing files containing sensitive information. Organizational accounts exist to establish accountability, enable proper access control, and ensure that file sharing is limited to verified personnel within the organization. This practice strengthens data security and supports compliance with privacy standards.
5. Schools and offices are requested to complete this review on or before June 1, 2026, to allow sufficient time for checking and securing shared files.

6. This measure forms part of the collective responsibility to promote the safe and responsible use of digital platforms while protecting the personal data of learners and personnel.
7. For compliance.

  
**SORAYA T. FACULO PhD, CESO V**  
Schools Division Superintendent 