



Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON  
Province of Quezon  
**CITY SCHOOLS DIVISION**  
**CITY OF TAYABAS**



**MEMORANDUM**

**TO:** OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CHIEFS, CID AND SGOD  
EDUCATION PROGRAM SUPERVISORS  
HEADS, PUBLIC AND PRIVATE ELEMENTARY AND  
SECONDARY SCHOOLS  
ALL TEACHING PERSONNEL  
ALL OTHERS CONCERNED

**FROM:** CATHERINE P. TALAVERA, CESO VI  
Schools Division Superintendent

**SUBJECT:** DISSEMINATION OF DEPED MEMORANDUM NO. 234

**DATE:** MAY 2, 2018

---

This is to inform the field on DepEd Memorandum No. 234, s. 2018 re: *Creation of Regional, Division and Schools Compliance Team.*

School Heads are also requested to submit the names of Compliance Team to the SDO Records Office. Attached herewith is the DepEd Memo and template for your perusal.

Immediate dissemination of and strict compliance with this memorandum is directed.



Republic of the Philippines  
Department of Education  
**REGION IV-A CALABARZON**  
Gate 2 Karangalan Village  
1900 Cainta, Rizal



DEPED-4A-RM-01C-18- 234

TO : **ALL SCHOOLS DIVISION SUPERINTENDENTS  
ALL PUBLIC SCHOOL PRINCIPALS**

FROM : **DIOSDADO M. SAN ANTONIO**  
*Director IV*

SUBJECT: **CREATION OF REGIONAL, DIVISION AND SCHOOLS  
COMPLIANCE TEAM**

DATE : APRIL 25, 2018

1. On March 21, 2018, Atty. Tonisito M.C. Umali, Esq. issued an unnumbered memorandum directing all the regional directors to form their Regional, Division and Schools Compliance Team in compliance with *Republic Act 10173*, entitled, *Data Privacy Act of 2012* and its Implementing Rules and Regulations (IRR).
2. The *Compliance Team* shall be constituted as the Breach Response Team and Compliance Officer of the Regional Office, Schools Division Offices or the schools concerned.
3. The Compliance Team shall be composed of at least three members. At least one of the members must have the authority to make immediate decisions regarding critical actions, if necessary.
4. The Compliance Team shall be responsible for the following:
  - A. *Implementation of the security incident management policy of the personal information controller or personal information processor;*



Trunk Line: (02) 682-5773 / 684-4914 / 647-7487  
Fax: (02) 682-2114  
Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)  
Facebook: DepEd R-4A Calabarzon  
E-mail: [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph)



AJA17-0078

- B. Management of security incidents and personal data breaches;
  - C. Compliance by the personal information controller or personal information processor with the relevant provisions of Republic Act 10173, its IRR, and all related issuances by the Commission on personal data breach management; and
  - D. Perform the functions of the Data Privacy Officer and Compliance Officer as stated under Republic Act 10173, its IRR, and all related issuances by the Commission.
5. All Schools Division Offices and public schools are hereby required to submit the names of persons composing their Compliance Team within TEN DAYS from issuance of this memorandum. Submission shall be submitted directly to this address:  
<https://tinyurl.com/R4AComplianceTeam>
6. For compliance and information of all.



Republic of the Philippines  
Department of Education  
Region 4-A CALABARZON  
Province of Quezon  
DIVISION OF TAYABAS CITY  
Tayabas City



DAPDAP INTEGRATED SCHOOL  
COMPLIANCE TEAM

| No. | Name of Personnel | Designation |
|-----|-------------------|-------------|
| 1.  |                   |             |
| 2.  |                   |             |
| 3.  |                   |             |

Prepared by:

Approved:

*We are an emerging division where excellence is a habit and allegiance for quality is a pledge.*

Email us at: [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)

tel. no. : (042) 797-0591

Website: [www.depedtayabascity.ph](http://www.depedtayabascity.ph)

telefax no. : (042) 797-0054), (042) 797-0773






Republic of the Philippines  
Department of Education  
Region 4-A CALABARZON  
Province of Quezon  
**DIVISION OF TAYABAS CITY**  
Tayabas City




**CITY SCHOOLS DIVISION OF TAYABAS CITY  
COMPLIANCE TEAM**

| No. | Name of Personnel              | Designation                      | Position |
|-----|--------------------------------|----------------------------------|----------|
| 1.  | Catherine P. Talavera, CESO VI | Schools Division Superintendent  | Chairman |
| 2.  | Conrado C. Gabarda             | Administrative Officer V         | Member   |
| 3.  | Kendrick C. Cabriga            | Information Technology Officer I | Member   |
| 4.  | Marife R. Lagar                | Planning Officer III             | Member   |
| 5.  | Jeanette M. Buera              | Administrative Assistant II      | Member   |

Prepared by:

  
**JEANETTE M. BUERA**  
Administrative Assistant II

Noted:

  
**CONRADO C. GABARDA**  
Administrative Officer V

Approved:

  
**CATHERINE P. TALAVERA, CESO VI**  
Schools Superintendent

*We are an emerging division where excellence is a habit and allegiance for quality is a pledge.*

Email us at: [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)

tel. no. : (042) 797-0591

Website: [www.depedtayabascity.ph](http://www.depedtayabascity.ph)

telefax no. : (042) 797- 0054), (042) 797-0773