



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF LANA O DEL NORTE
Gov. A. Quibranza Prov'l. Gov't. Compound
Pigcarangan, Tubod Lanao del Norte
(063)227 – 6633, (063)341 – 5109
lanao.norte@deped.gov.ph



Division MEMORANDUM
No. **056** , s.2022

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
All Teaching and Non-Teaching Personnel
All Division Office Personnel
This Division

FROM: EDILBERTO L. OPLENARIA, CESO V
Schools Division Superintendent

DATE: February 4, 2022

**SUBJECT: PRIVACY NOTICE TO ALL EMPLOYEES IN COMPLIANCE
WITH THE TRANSPARENCY AND NOTICE
REQUIREMENTS UNDER RA 10173**

1. In compliance with the transparency and notice requirements under RA 10173 (Data Privacy Act of 2012), this Division released "Privacy Notice To All Employees" for the latter's consent.
2. Copy of the said "Privacy Notice To All Employees" can be accessed and downloaded at <https://www.facebook.com/groups/618454684895168/> or website: depedldn.com.
3. Deadline for its submission will be on or before March 30, 2022.
4. For compliance.

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PRIVACY NOTICE TO ALL EMPLOYEES

This is to notify all employees that the Division will be collecting, processing and storing personal and sensitive information as part of the general employee and applicant records.

Personal Data We Collect

These data may include employee residence /address, contact numbers, marital status, religion, political affiliations, education and work history, government identification numbers and licenses, compensation and benefits information, medical examination results, background check information, bank /payroll account details, performance evaluation, salary review, daily time records, disciplinary action notices, training documents, and other HR related records.

The Division will also access and process information relating to employee health condition which is considered sensitive information which is necessary for the administration of sick leave benefits and for compliance to government agency regulations. This information may be obtained directly from the employee or from other legitimate sources whether verbally, in writing, or from electronic means.

The Division will also conduct verification on all information provided in all employee curriculum vitae/ resumes and accomplished application forms necessary, related, or reasonably material to employment application, dealings with any government agencies, bank or other financial institution, or information about any judicial, quasi-judicial or administrative case or proceeding, filed for or against the employee and for this purpose.

Purpose and Use

The main purposes for collection, recording, processing, and storing of employee's personal and sensitive data / information include but not limited to:

- Transfer, promotion, training, career enhancement, and development.
- Compensation and benefits administration and determination / calculation of statutory benefits. Data are shared to various government agencies.
- Compliance with statutory requirements of BIR, GSIS, Pag-Ibig, Philhealth, and Provincial and Local Government Units.

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- Identification of persons to contact in case of emergency while at work.
- Gender and Development Program and other Programs of the Division.
- Employee discipline / industrial relation activities to address employee's behavior and conduct, performance concerns, and the likes.
- Monitoring of occupational health, sickness, and safety.
- References to legal entities, financial institutions, business and sanitation permit applications, and government health unit.

Security

The Division herein warrants that it will comply with the requirements under RA 10173 (Data Privacy Act of 2012) of protecting employee data to ensure that the personal and/or sensitive data are safeguarded and protected against loss, unauthorized access, destruction, modification, leakage, and disclosure.

The Division may also ask the employees from time to time to provide any updates on Employee Information Sheet (EIS) in their safekeeping and all employees will have the right to request a copy of their records and to request for amendment in case of errors or omissions.

Your Rights

If you would like to make a request to access, review, or correct the personal data we have collected about you, or to discuss how we process your personal data, please contact our Data Protection Officer Ms. Maria Eva S. Edon with email address dpo.ldn@deped.gov.ph

To help protect your privacy and security, we will take reasonable steps to verify your identity before granting you access to your personal data. We will make reasonable attempts to promptly investigate, comply with, or otherwise respond to your requests as may be required by applicable law. Depending upon the circumstances and the request, we may not be permitted to provide access to personal data or otherwise fully comply with your request; for example, where producing your information may reveal the identity of someone else. We reserve the right to charge an appropriate fee for complying with your request where allowed by applicable law, and/or to deny your requests where, in the Division's discretion, they may be unfounded, excessive, or otherwise unacceptable under applicable law.

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In addition, and where granted by applicable law, you may have the right to lodge a complaint with the National Privacy Commission.

Retention Period

The Division shall have the right to store the abovementioned personal and sensitive information in accordance with the Retention Periods stated in **Schedule 1**.

Please check on the boxes below if you agree or disagree in giving your consent to the collection and processing of your personal and sensitive information for recruitment and hiring purposes as stated above.

Please take note that if you check disagree, under RA 10173 we are required to suspend the processing of employee related operations such as but not limited to the continuous storage of your 201 files or other employee related documents, DTR monitoring, payroll processing, grant of government mandated benefits such as Vacation leaves, Sick Leaves, Maternity and Paternity benefits, etc.

AGREE ☐

DISAGRE ☐

Name and Signature

Date

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SCHEDULE 1
DATA RETENTION PERIODS

SECTION 3 – DepED Records Disposition Schedule (RDS)

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinuapan ng Pilipinas</i> RECORDS DISPOSITION SCHEDULE		1. AGENCY NAME: DEPARTMENT OF EDUCATION			
		2. ADDRESS: Ultra, Pasig City			
3. SCHEDULE NO.: 2		4. DATE PREPARED:			
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
ADMINISTRATION & MANAGEMENT					
1	ACKNOWLEDGMENT LETTERS / RECEIPTS				To be filed with appropriate record series
2	ATHLETICS/SPORTS FILES Athletes' Profiles Letters/Endorsements Results Souvenir Programs	1 year		1 year	After graduated
3	AUTHORITIES TO TRAVEL Employees Officials Teachers/Principals/Asst. School Division Superintendents / Division Superintendents	2 years		2 years	
4	AWARDS AND COMMENDATIONS	PERMANENT			
5	BOARD / COUNCIL FILES Memoranda Original Letters Reports Resolutions	PERMANENT			
6	CALAMITY RECORDS	2 years		2 years	
7	CERTIFICATES OF APPEARANCE	1 year		1 year	
8	CERTIFICATIONS Certifications, Authentications and Verifications (CAV) Certificates of Graduation Diplomas Student Report Cards (Form 137) Special Orders Employment and Salary Enrollment Good Moral Character (Issued by the Superintendents)	1 year		1 year	

IMPORTANT: Pursuant to Section 18, Article III, RA 9470 s. 2007, "No government department, bureau, agency and instrumentality shall dispose of, destroy or authorize the disposal or destruction of any public records, which are in the custody or under its control except with the prior written authority of the executive director."

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