

DEPARTMENT OF EDUCATION
DATA PROCESSING SYSTEMS

OFFICE	AREA	DATA PROCESSING SYSTEM	PURPOSE OF OBTAINING PERSONAL INFORMATION	DATA COLLECTED	USERS AND RECIPIENTS OF THE DATA	LEGAL BASES	CONTACT INFORMATION of the OFFICE FOCAL PERSON FOR DPA COMPLIANCE		
							Name	Email Address	Contact Nos.
		<i>Process/document that involves the collection and use of personal information</i>	<i>Why does your office need to obtain personal information?</i>	<i>What types/categories of personal information is needed from the data subjects?</i>	<i>Who will use the personal information collected from the data subjects? To whom will the collected personal information be disclosed?</i>	<i>Please indicate the policies /issuances relevant to ensuring data protection.</i>			
HUMAN RESOURCES	Recruitment, Selection and Placement	Receiving, Screening and Processing of 1st and 2nd Level Applications	- To verify completeness and authenticity of the requirements submitted for screening applications	-PDS, Eligibilities, TOR, COE, Curriculum Vitae, NBI Clearance, Government-issued ID, Performance ratings, Seminars and workshops attended	- PD, Applicant, Office Selection Committee	MC No. 24, s. 2017, or the 2017 Omnibus Rules on Appointments and Other Human Resource Actions DO 66 2 2015			
		Posting of Selection Line-Up	- To notify applicants on the results of their interview and evaluation of their submitted documents	-status of submitted documents and evaluation of their application	- PD, Applicant, Office Selection Committee, Personnel Selection Board	MC No. 24, s. 2017, or the 2017 Omnibus Rules on Appointments and Other Human Resource Actions DO 66 2 2015			
		Appointment	- To enable the appointed employee to render service in the Department -for maintenance and safekeeping of the appointed employee's 201 file	-PDS, Eligibilities, TOR, COE, Curriculum Vitae, NBI Clearance, Government-issued ID, Performance ratings, Seminars and workshops attended, First Day of Service, Appointment Paper, Medical Report/Clearance	- PD, Applicant, Respective Office of the Appointed Employee	MC No. 24, s. 2017, or the 2017 Omnibus Rules on Appointments and Other Human Resource Actions DO 66, 2. 2015			
		PLACEMENT AND PERSONNEL MOVEMENTS - transfer, designation, reassignment, detail, secondment, dismissal, and others	to provide official documentation to the concerned employees and heads of offices about the change in work assignment or status	name, previous position/designation, previous office, new position and office, employee ID no., signatures of approving authorities, reasons/justifications,	employee, previous and future head of office, personnel units, CSC	CSC Omnibus Rules on Appointments and Other HR Actions (ORA-OHRA)			
		PERSONNEL MOVEMENTS - resignation, retirement		name, previous position/designation, previous office, new position and office, employee ID no., signatures of approving authorities, reasons/justifications, clearances from other offices, updated leave credits, updated service records					

PERSONNEL RECORDS	Safekeeping and updating of 201 files	To keep the complete documentation of the employee's work record in Deped To comply with documentary requirements of other government offices	Appointments Assumption of Duty Certification of Leave Balances Clearance from Property and Money Accountabilities Contracts of Services Copies of Certificates and Eligibilities Copies of Diplomas, Commendations and Awards Copies of Disciplinary Actions Copy of marriage contract Designations Medical Certificate NBI Clearance NOSI/NOSA Oath of Office Personal Data Sheet (PDS) SALN	Employee PD-Personnel Records Unit	CSC MC No. 8 S. 2007			
	Receiving and processing of SALN	Requirement for CSC compliance	SALN form	CSC	CSC MC No. 10 S. 2006 CSC MC No. 3 S. 2013			
	Processing and updating of leaves/service credits	For processing of validation of leave applications	CSC Form 6 DTR	PD - Carol Plarizan PD - Personnel Records Unit Employee				
	Updating of service card/service record	For validation and verification of available leave balances or service credits of teaching and non-teaching personnel	CSC Form 6 DTR	PD - Carol Plarizan PD - Personnel Records Unit Employee				
	Updating PSIPOP / DepEd CO Employee Database	To maintain an updated official list of funded positions in the agency In compliance with the requirements of DBM for budgetary purposes	Office Code, Office, Item Number, Position Title and Salary Grade, Authorized Annual Salary, Actual Annual Salary, Step, Area Code, Area Type, Pos Level, P/P/A Attribution, Last Name, First Name, Middle Name, Sex, Age, Date of Birth, Tin, Date of Original Appointment, Date of Last Promotion, Status, CS Eligibility	DBM CSC Planning Division Budget Division Accounting Division Personnel Division	DBM NBC No. 549 dtd 10/21/2013			
	Safekeeping of COS contracts	For documentary purposes of the legal bidding agreement between the parties	Name, office, immediate supervisor, head of office, salary, contract period, address, government issued ID	Employee Personnel Division - Abegail Bacong	DepED Office Order 07/03/2012			
	EHRIS employee account	To keep a registry of all DepEd personnel	Name, Address, Place of work, Telephone number, Gender, Birth date, Country of citizenship, Citizenship status, Payroll and benefits information, Contact information, Marital status, Age	Employee Personnel Division	DepED Office Order 12/06/2016			

	EHRIS management	To provide automated workflows of HR processes	Name, Address, Place of work, Telephone number, Gender, Birth date, Country of citizenship, Citizenship status, Payroll and benefits information, Contact information, Marital status, Age	Personnel Division - Albert Jerome C. Andres Francis Allen B. Dela Cruz	DepED Office Order 12/06/2016			
	Certification, Authentication and Verification (CAV)	To verify authenticity of submitted documents	Age Certification, Eligibilities, government IDs		ORAOHRA			
Employee Relations	Employee Relations	-Alternative Dispute Resolution (ADR) -Grievance Machinery -Issuance of Notice of Acceptance to Resigning Employees	-written complaint (if any), compromise agreement -grievance in writing (if any), Resolution, Appeal (if applicable) -Letter of Resignation, Letter of Acceptance from the Appointing Authority	PD, RO/SDO concerned, Mediator, disputants PD, Superior concerned, Grievance Committee, grieving party PD, Office of the Approving Authority, Resigning Employee	-D.O 15, s. 2012 D.O 35, s. 2004, CSC MC No. 2, s. 2001 MC No. 24, s. 2017, or the 2017 Omnibus Rules on Appointments and Other Human Resource			
Third Level Concerns	Third Level Concerns	-Issuance of NOSI/NOSA -Processing of CES Rank Appointment/Adjustment -Applications for Appointment and Safekeeping of 201 Files Reassignment/Designation Orders	Service Cards/Service Records -PDS, Clearances, Appointment Paper, CESPES Rating, Service Record -PDS, Clearances, Service Record, Eligibilities - Service Record, PDS,	PD, Finance Service, Office of Usec. Finance-DA PD, CESB R PD, Office of the President PD, Office of the Secretary	E.O 201, s. 2016 CSC-DBM Joint Circular No. 1, s. 2012 CESB Resolution resolution No. 798, dated 05 May 2009, Circular No. 4, s. 2009 NATIONAL SEARCH COMMITTEE (NSC) Resolution No. 17-0003, s. 2017 Department Orders No. 29, s. 1975, No. 1, s. 2003, No. 66, s. 2008, No. 41, s. 2009 and No. 67, s. 2016, as revised			
Employee Relations	Employee Relations	-Alternative Dispute Resolution (ADR) -Grievance Machinery -Issuance of Notice of Acceptance to Resigning Employees	-written complaint (if any), compromise agreement -grievance in writing (if any), Resolution, Appeal (if applicable) -Letter of Resignation, Letter of Acceptance from the Appointing Authority	PD, RO/SDO concerned, Mediator, disputants PD, Superior concerned, Grievance Committee, grieving party PD, Office of the Approving Authority, Resigning Employee	-D.O 15, s. 2012 D.O 35, s. 2004, CSC MC No. 2, s. 2001 MC No. 24, s. 2017, or the 2017 Omnibus Rules on Appointments and Other Human Resource			
Employee Welfare	Employee Wellness Needs Assessment and Database (planned)	to provide a comprehensive and updated database of the wellness and welfare needs of employees for the purpose of developing strategic policies and programs that directly address the needs of employees including the HR profile	name, position, office, contact nos, emergency contact person and contact details, health history, rankings of	concerned employee, head of office, personnel records unit for safekeeping BHROD ExeCom	DO 52 s.2015 on the mandate of offices specifically BHROD-EWD; CSC MC on holistic employee wellness			

Compensation and Benefits	Processing of payroll (Permanent and COS)	To ensure the accuracy of the payroll processing.	Name, Office, DTR, Bank Account Details	Personnel Division - Compensation and Benefits Unit Employee					
	Processing of overtime pay / CTO	To ensure the accuracy of the processing of overtime pay or CTO credits	Name, Office, DTR, Bank Account Details	Personnel Division - Compensation and Benefits Unit Employee					
	Issuance of NOSI and NOSA	To update DepEd employees on the adjustment of their salary grades for NOSA/step increment for NOSI	Service Record, Date of Original Appointment, Salary and Salary Grade	Personnel Division - Compensation and Benefits Unit Employee	NBC Circulars No. 562, 568, 574				
	Handling/addressing issues and concerns regarding compensation and benefits	Resolve issue/s relating to compensation and benefits	Name Office Employee Number TIN/GSIS/PhilHealth/Pag-Ibig No. Contact Information	Personnel Division - Compensation and Benefits Unit					
	Masterlist of Personnel for payroll	For processing of employee salary as well as deductions and remittances	Name Office Bank Details Salary Salary Grade Employee Number TIN/GSIS/PhilHealth/Pag-Ibig No.	Personnel Division, Accounting Division, Budget Division					
	Government benefits claims and remittances (BIR, GSIS, PhilHealth, Pag-Ibig)	For processing of benefits and remittances including the processing of loan requests	Name Office Bank Details Salary Salary Grade Employee Number TIN/GSIS/PhilHealth/Pag-Ibig No. Name of beneficiary/recipient	Personnel Division, Accounting Division, Budget Division					
	Processing of DTRs -Biometrics registration	For tracking and monitoring of employee attendance	Name Employee Number Fingerprints Facial Recognition	Personnel Division, Accounting Division, Budget Division					
	Employee Loan Records	Safekeeping and updating of employee loans	Name Office Loan Details Salary Salary Grade Employee Number TIN/GSIS/PhilHealth/Pag-Ibig No.	Personnel Division - Compensation and Benefits Unit					
	Payslips	Proof of employee's accurate salary and remittances including deductions May be utilized for loan applications and other legal purposes	Name Office Loan Details Salary Salary Grade Employee Number TIN/GSIS/PhilHealth/Pag-Ibig No. Remittances/Tax Deductions	Personnel Division - Compensation and Benefits Unit					
Monetization of leave credits	For computation of available leave credits of DepEd employees	Name Office Available Leave Credits Salary Employee Number Amount of Monetized Leave Credits	Personnel Division, Accounting Division, Budget Division						

Performance Management	Performance Management: Submission and Safekeeping of accomplished OPCR/IPC RF	tracking of status/level of employee performance on an annual basis	name, position, signature, performance targets, performance results and outputs, numerical performance ratings, qualitative behavioral assessment, listing of individual development areas	concerned employee, head of office, personnel records unit for safekeeping	DO 2 s.2015 on RPMS DO 56 s.2016 on the Documentary Reqts for PBB Individual Eligibility			
Rewards and Recognition	Processing of Performance-Based Bonus (PBB) Reports	Accomplished OPCRFS and IPCRFS are attached as supporting documents for the payment of PBB pay-out	Summary List of Employees with the ff. info: names, position, office, numerical performance rating, PBB incentive amount, Accomplished OPCRFS and IPCRFS which includes performance targets and results of the employee	Personnel Sections/Units, ExeCom, DBM, AO 25 inter-agency task force for PBB	DO 56 s.2015			
	Loyalty Pay	to determine the list of personnel eligible to avail of loyalty pay and compute the corresponding amount of their loyalty pay	Name, Position, Office, Date Appointed and Promoted, Service Records, Years of Service in DepED	BHROD-EWD, ExeCom, DBM	CSC MC 02 s.2002; DO 55 s.2003			
	PRAISE and other Awards Nomination and Giving	to assess the qualifications and process nominations of possible DepEd personnel to award-giving bodies	name, position, office, performance ratings, O/IPC RF,	BHROD-EWD, NEAP, ExeCom, CSC and other award-giving bodies	DO 78 s.2007 (PRAISE)			
Learning and Development (planned)		to provide a comprehensive and updated database of the L&D interventions and plans for each employee based on the individual development plans indicated in the IPCRF of each employee	data to be collected: name, position/designation, office, mobile nos., email address, individual development plans, accomplished Coaching forms	planned: concerned employee heads of offices NEAP BHROD - HRDD, PD				
	L&D assessment							
	Registration Forms							
	Employee L&D Database							
	Others: Processing of Certificates of Appearance for non-DepEd CO employees	to ensure that issued certificates of appearances are given to individuals with legitimate reasons for being in DepEd CO	Name, position/designation, office, organization	requesting person, head of Personnel Division as signatory of the CA				
	Others: (planned) Preparation and printing of DepEd employee IDs	to provide DepEd employees with official identification	name, position/designation, office, employee ID no., signature, birthdate, blood type, GSIS no., pag-ibig no., TIN no., name and contact info of person in cases of emergency	employee, security guards,	CSC MC			
	Processing of Requests for Authority to Travel Abroad	- For documentation and processing of the required documents to travel abroad for DepEd employees	- Travel Form A for Field Offices (FOs), Travel Form B for Central Office (CO), Cert of No pending Case, Clearances, Invitation for Travel, WFP, Complete Staff Work, Letter of Indorsement from the Regional Director (for FOs)	- PD, Requesting Employee, International Cooperation Office (ICO), OUFPMO, OSEC	-D.O 43, s. 2014			
	ATTENDANCE SHEET	• evidence that activity was actually implemented with people participating in said event; • Attendance sheet is one of the documentary requirements for the payment of services due to activity implementation, as indicated in the government accounting and auditing rules and regulations	• name • designation • office • office phone no. • office address • signature	Event organizers - part of the activity documentation Budget, Accounting, and Finance Heads - to audit and approve the submitted requirements for payment of service providers and reimbursement of	none			

	REGISTRATION FORM	<ul style="list-style-type: none"> to determine the demographic profile of the participants so that activity implementation is contextualized to the situation and needs of the target participants to have the contact information of participants for the purposes of attendance confirmation, activity announcements, and emergency situations 	<ul style="list-style-type: none"> name designation office office phone no. office address signature email address mobile number sex age travel details (if applicable) other information specific for the activity to be implemented 	<p>Event organizers - to effectively administer the event;</p> <p>facilitators/resource persons - to understand the demographic profile of the participants so that the program design and implementation are relevant to the objectives of the activity and needs of the participants</p>	none				
	OFFICE DIRECTORY	Contact information of BHRD staff are used to facilitate faster dissemination of information, teamwork community-building within the bureau	<p>Name</p> <p>Birthdate</p> <p>Mobile No.</p> <p>Email Address</p> <p>Office</p> <p>Position</p>	Director, Chiefs and all BHRD staff	none				
LEARNERS' DATA	Learner Information System (LIS)				school adviser, IT Coordinator, Planning Officer				
	EBEIS				School, Division Office, DepEd Regional Office				
	School Forms (School Setting)				School Adviser, 4Ps Coordinator, SBFP Coordinator, Planning Officers				
	Basic Education Research Fund (BERF)					RO PPRD, SDOs			
						Researcher, Research Committee			
	National Assessment					BEA			
	Grade 3 - ELLNA (Early Language Literacy and Numeracy Assessment)	Key stage assessment to determine students are meeting standards in early language literacy and numeracy							

Grade 6, 10, and 12 - Exit Assessment	administered if learners are meeting learning standards of the elem, JHS and SHS curriculum					BEA			
Career assessment for Grade 9	Administered to determine learner's aptitude and occupational interest					BEA			
Accreditation & Equivalency Assessment	To be taken by out-of-school youth and adults to certify completion of elementary and secondary education					BEA			
(BEA) Grade level placement assessment	for learners special circumstances to determine their appropriate grade level in the formal system					BEA			
Health and Nutrition Program									
School based feeding program						BLSS, RO, DO, School			
School based immunization program						BLSS, RO, DO, School			
School-based weekly iron folic acid supplementation						BLSS, RO, DO, School			
Deworming						BLSS, RO, DO, School			
Random drug testing						BLSS, RO, DO, School			
Co-curricular activities - National Schools Press Conference						BLD, BCD, RO, DO, School			
Co-curricular activities - National Festival of Talents						BLD, BCD, RO, DO, School			
Co-curricular activities - Palarong Pambansa						BLD, BCD, RO, DO, School			
Co-curricular activities - Batang Pinoy						BLD, BCD, RO, DO, School			
Co-curricular activities - Musabaqah Festival of Talents						BLD, BCD, RO, DO, School			
Co-curricular activities - Science Technology and Skills Olympics						BLD, BCD, RO, DO, School			

LEGAL	Entry of Appearance of Lawyers for Clients in re: Administrative Cases					Legal Unit of DO and RO			
	Personal data of Walk-in or hotline clients					Legal Unit of DO and RO			
	Election-related matters: Legal issues and concerns					Legal Unit of DO and RO			
	ADR and Grievance Machinery, CODI					Legal Unit of DO and RO			
	Contract Preparation: MOA, MOU, Deed of Donation, Deed of Sale, Partnerships, Procurement, Services Administrative Cases					Legal Unit of DO and RO			
	In-house Legal Service (i.e. legal opinion rendered to DepEd employees)					Legal Unit of DO and RO			
	Certificate of No Pending Case					Legal Unit of DO and RO			
	Correction of Entries (Name)					Legal Unit of DO and RO			
	Establishment of Private Schools					Legal Unit of DO and RO			

	Complaints against Private Schools					Legal Unit of DO and RO			
	Civil Cases in re: School Sites					Legal Unit of DO and RO			
	Correction of Entries (Personnel Records)					Legal Unit of DO and RO			
	Endorsed complaints/cases by other government agencies (i.e CSC, Ombudsman, CHR etc. Deputation of Lawyers					Legal Unit of DO and RO			
	Child Protection Data (CICL, CAR etc.					Legal Unit of RO, DO and Legal Affairs of Central Office			
	Other Technical Services offered to other offices etc.					Legal Unit of DO and RO			
	Oplan Balik Eskwela (part of the process in answering and addressing queries)					Legal Unit of DO and RO			
COMMUNICATIONS DIVISION		Writing press release/s and statement/s (CO channels – website, Viber, e-Newsletter, and email; Field offices’ channels – website, social media, print newsletter)	Promote awareness on the various programs, projects, and activities of the Department, as well as the achievements/accomplishments of its constituents; information on the stand of the Department on specific issues / concerns; awareness on certain issues to elicit vigilance	Name, position/designation, achievements and accomplishments, and other information relevant to the circumstances of the incidents (location, time and date of incident, persons involved, etc.)	Internal (learners, parents, teaching and non-teaching personnel, and officials) and external (partner corporations, institutions, line agencies, NGOs/NGAs)	Office Charter			
		Writing/preparation of incident report/s (field offices)	Address issues and concerns; promote awareness on certain issues to elicit vigilance	Name, age, school, division, and other information relevant to the circumstances of the incidents	DepEd Central Office	Office Charter			

		Audio-photo-video recording during press conferences and other DepEd events (primarily the Publications Division – Multimedia Unit)	Promote awareness on the various programs, projects, and activities of the Department, as well as the achievements/accomplishments of its constituents	Name, position/designation, achievements and accomplishments	Concerned/requesting office	Office Charter			
		Palarong Pambansa sponsorships	Engage the participation of partners in promoting physical education and school sports as integral part of the Filipino learners' holistic development	Personal information of signatories (TIN, license number, etc.) of the Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU)	External Partnerships; School Sports Division	DO/DM			
		Information posting through DepEd website and Twitter account	Promote awareness on the various programs, projects, and activities, systems, and mechanisms of the Department, as well as the achievements/accomplishments of its constituents	Contact details of focal person/concerned or requesting office	Internal and external stakeholders	Office Charter			
		Media relations	Promote awareness on the various programs, projects, and activities, systems, and mechanisms of the Department, as well as the achievements/accomplishments of its constituents through media linkages/networks	Contact details of media personnel; details of focal persons/ concerned offices on the data requested by the media	Media Personnel	Office Charter			
PUBLIC ASSISTANCE ACTION CENTER	Public Assistance	<u>Inquiries / concerns sent via text message (0919-456-0027); email (action@deped.gov.ph); DepEd hotline numbers (636-1663; 633-1942); via letters / fax messages / endorsements (Fax Nos.: 638-8641/634-0222); and through walk-in facility</u>	Render public assistance	Name and position of the personnel/official being complained/questioned; name, contact number (landline or cellphone), address, school, and school year for requests of school credentials	Civil Service Commission (for emails)	DepEd Memorandum on DeTXT Action Center; CSC Memorandum Circular (Bilis Aksyon Partner); Anti-Red Tape Act			
		Inquiries/concerns sent via 8888 Citizens' Complaint Center	Render public assistance	Name and position of the personnel/official being complained/questioned; name, contact number (landline or cellphone), address, school, and school year for requests of school credentials	Office of the Cabinet Secretary – Malacañang	EO No. 6, s. 2016			
		Requests for information lodged through the e-FOI (Freedom of Information) portal	Render public assistance	None (data already provided once routed to DepEd)	Presidential Communications Operations Office (PCOO)	EO 2, s. 2016			

		Inquiries/concerns sent via Facebook personal message (PM)	Render public assistance	Name and position of the personnel/official being complained/questioned; name, contact number (landline or cellphone), address, school, and school year for requests of school credentials	None	Draft AO on social media (DICT)			
	Oplan Balik Eskwela (part of the process in answering and addressing queries)	Inquiries/concerns sent via texts, hotline numbers, email, fax numbers, letters, social media, and walk-in facility	render public assistance before and during the opening of classes	Name, contact number (landline or cellphone), address, school, and school year for requests of school credentials and enrolment concerns.	DepEd Central Office	DepEd mandate, annual DepEd memorandum			
ICTS		DepEd email	Creation of email account	Full name,TIN,date of birth,personal email		DO 25, 2012; DM 227, s. 2012			
		Resetting of password on DepEd email	To gain access to email	Name and DepEd email		Special instruction given to the ITOs in 2018 by ICTS;			
		Logbook of walk-in applicants	record keeping of walk-in applicants	Name,purpose,signature	HRMO	N/A			
		Logbook of CO personnel	record keeping of visitors	Name,office,telephone no.,purpose,signature	HRMO	N/A			
		Logbook of online application system	record keeping of teacher-applicant	Name,school,unique application number,signature	HRMO	N/A			
		Principal's Test Online Application System (PTOAS) Application Form	Actual application by providing data and uploading supporting documents	Name,date of birth,sex,mobile no.,landline no.,homeaddress, region, province, city/municipality, position, Personal Data Sheet File, Certificates	CO: BHROD RO: QAD DO: HRMO	Unnumbered Memo 2017 signed by Usec Mateo			

	User Account Management	Create user account to gain access to the Information Systems	<p>LIS/BEIS: First Name, Middle Name, Last Name, TIN, password, birthdate, Station, Position, Official DepED Email address</p> <p>LRMDS: First Name, Middle Name, Last Name, Email address, username, password, birthdate, gender, affiliation, reigon, area of expertise</p> <p>PTOAS: Name,date of birth,sex,mobile no.,landline no.,homeaddress, region, province, city/municipality, position</p> <p>eHRIS: Name, employee number, personal email address,position,department</p>		<p>DO 23 s 2013</p> <p>DO 76 s. 2011; DM 82 s. 2017</p> <p>Unnumbered Memo signed by Usec Mateo</p> <p>Unnumbered Memo signed by Asec Rey Laguda and Usec Alain Pascua (separately); CO; ROP and SDOP; School Personnel</p>			
	Remittances of GSIS and PAGIBIG	reconcile the records of employees	Region,Division code,station code,employee number,Name,requesting for,school name,deductiod code	HRMO				
	Active Directory-Work station Monitoring	verify if a user's account exist in the system	user accounts					