Republic of the Philippines
# Department of Education
REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

23 APR 2026

DIVISION MEMORANDUM
No. 259, s. 2026

**CYBER SMART TEACHERS: CYBER HYGIENCE FOR PROTECTING STUDENT DATA**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Secondary School Head
All Others Concerned

1. Pursuant to the Regional Memorandum No. 471, s. 2026, the HABI Education Lab, in coordination with the National Educators Academy of the Philippines (NEAP), will conduct the professional development program titled Cyber Smart Teachers: Cyber Hygiene for Protecting Student Data from May 5 to 19, 2026, via Microsoft Teams and the DepEd Learning Management System (LMS). Details are as follows:

| No. | Name | Position | School |
|---|---|---|---|
| 1 | Kristel A. Bacud | Teacher I | BNHS |

2. The training aims to strengthen teachers' capacity to safeguard student data and practice responsible digital behavior. It will equip participants with strategies to address cyber threats and ensure compliance with the Data Privacy Act of 2012 and the Code of Ethics for Professional Teachers.

3. Participant are advised to be guided by the herein attached Regional Memorandum No. 432 s. 2026.

4. Immediate dissemination of this Memorandum is desired.

**ANSELMO R. ALUDINO**
Schools Division Superintendent

By the Authority of the SDS:

ARNEL S. BANDIOLA
Assistant Schools Division Superintendent

Encl.: None
Reference: Regional Memorandum No. 471 s. 2025
To be included in the Perpetual Index
Under the following subject:

TRAINING PROGRAMS

SGOD/mlpd/DM-CYBERHYGIENCE
2605746/April 22, 2026

SDCB RECORDS UNIT
2605746
Department of Education
Schools Division of the City of Bata.
RECEIVED
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BY: TIME: 4:27

Republic of the Philippines
**Department of Education**
REGION I

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
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BY: DATE: APR 18 2026

**REGIONAL MEMORANDUM**
No. 471 s. 2026

**CALL FOR PARTICIPATION ON CYBER SMART TEACHERS: CYBER HYGIENE FOR PROTECTING STUDENT DATA**

To: Schools Division Superintendents
All Concerned Personnel

1. The HABI Education Lab, in coordination with the National Educators Academy of the Philippines (NEAP), will conduct the professional development program titled **Cyber Smart Teachers: Cyber Hygiene for Protecting Student Data** from **May 5 to 19, 2026**, via Microsoft Teams and the DepEd Learning Management System (LMS).

2. This training aims to strengthen teachers' capacity to safeguard student data and practice responsible digital behavior. It will equip participants with strategies to address cyber threats and ensure compliance with the Data Privacy Act of 2012 and the Code of Ethics for Professional Teachers. For guidance, kindly refer to **Enclosure 1** for the program matrix.

3. Each Schools Division Office (SDO) is hereby requested to endorse ICT School Coordinators or teachers who handle student data and facilitate online learning as participants in this training. Nominations shall be submitted using the prescribed template **(Enclosure 2)** to neap.region1@deped.gov.ph on or before **April 27, 2026**. **Teacher-participants in this activity shall be on a voluntary basis.**

4. The table below presents the distribution of participants by SDO. The number of nominated participants must strictly adhere to the designated allocation:

| Schools Division Office | Number of Expected Participants |
|---|---|
| Alaminos City | 1 |
| Batac City | 1 |
| Candon City | 1 |
| Dagupan City | 3 |
| Ilocos Norte | 6 |
| Ilocos Sur | 6 |
| La Union | 6 |
| Laoag City | 1 |
| Pangasinan I | 6 |
| Pangasinan II | 6 |
| San Carlos City | 3 |
| San Fernando City | 1 |
| Urdaneta City | 3 |
| Vigan City | 1 |

5. All officially endorsed participants are required to register individually through the following link: **projectteachneap.my.canva.site/cybersmartteachers** on or before **April 30, 2026**, to confirm their participation in the program.

6. The Town Hall meeting link, LMS access link, and other relevant resources shall be provided to registered participants through the official communication channels prior to the conduct of the training.

7. Service Credits or Compensatory Time-Off (CTO) shall be granted to participants for attendance in activities conducted beyond regular working hours, including weekends, holidays, or during the cancellation or suspension of classes and work in government offices due to typhoons, flooding, other weather disturbances, or calamities. The grant shall be subject to the provisions of DepEd Order No. 13, s. 2024 and CSC-DBM Joint Circular No. 2, s. 2004, whichever is applicable, and shall require proper certification of attendance and completion of required outputs.

8. For concerns or queries, please contact **NEAP-PDD** at neap.pdd@deped.gov.ph or call (02) 8715-9919.

9. Immediate dissemination of this Memorandum is desired.

**ESTELA P. LEON-CARIÑO, EdD, CESO III**
Director IV/Regional Director

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects:

TEACHERS TRAINING PROGRAMS

HRDD/rrm/RM_CyberSmartTeachers
April 16, 2026

DepEd RO1 Documan

HRDD260419

*Enclosure 1*

**PROGRAM MATRIX**

Cyber Smart Teachers: Cyber Hygiene for Protecting Student Data

May 5 – May 19, 2026

| Date | Time | Duration | Title | Resource Person / Facilitator |
|---|---|---|---|---|
| May 5, 2026 | 8:00 am - 12:00 noon | 4 hours | Cyber Smart Teachers: Cyber Hygiene for Protecting Student Data<br>• Data Safe or Data Delikado<br>• Data Privacy for Schools<br>• How's My Cyber Hygiene<br>• Everyday Cyber Hygiene<br>• Incident Reporting | Jenny Flor S. Baclor, Habi<br>Aron Jayson L. Garchitorena, Habi<br>Resty C. Collado, Habi |
| May 5, 2026 | 1:00 pm - 5:00 pm | 4 hours | Learning Assessment on Cyber Smart Teachers: Cyber Hygiene for Protecting Student Data | Jenny Flor S. Baclor, Habi<br>Aron Jayson L. Garchitorena, Habi<br>Resty C. Collado, Habi |
| May 6, 2026 | 8:00 am - 12:00 noon | 4 hours | Guided Workshop: Digital Integrity Audit: Evaluating Practice Against Legal Standards | Jenny Flor S. Baclor, Habi<br>Aron Jayson L. Garchitorena, Habi<br>Resty C. Collado, Habi |
| May 12, 2026 | 8:00 am - 12:00 noon | 4 hours | Guided Workshop: Collective Vigilance: Validating the School's Cyber Landscape | Jenny Flor S. Baclor, Habi<br>Aron Jayson L. Garchitorena, Habi<br>Resty C. Collado, Habi |
| May 19, 2026 | 8:00 am - 12:00 noon | 4 hours | Guided Workshop: The Cyber Smart Blueprint: Strategic Action for Data Protection | Jenny Flor S. Baclor, Habi<br>Aron Jayson L. Garchitorena, Habi<br>Resty C. Collado, Habi |

**Enclosure 2**

Soft Copy Link: https://tinyurl.com/3vhkdwcm

| No. | First Name | Middle Initial | Surname | Email | Region | SDO | Designation | Grade Level |
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