



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

February 3, 2026

DIVISION MEMORANDUM
No. 066, s. 2026

STRICT CONFIDENTIALITY OF PERSONNEL-RELATED INFORMATION, PROHIBITION OF GOSSIP AND INTRIGUES, AND WARNING ON VIOLATIONS

To: All Assistant Schools Division Superintendents
Chief Education Supervisors
All Education Program Supervisors
All Public Schools District Supervisors
All School Heads
All Teaching and Non-Teaching Personnel

1. **Pursuant to** Republic Act No. 10173 (Data Privacy Act of 2012), Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees), Civil Service Commission rules, and relevant DepEd issuances, this Office hereby issues a **STRONG REMINDER** on the strict observance of confidentiality, data privacy, and professional conduct.
2. All personnel are reminded that any personal, sensitive, or personnel-related information obtained by reason of office is **CONFIDENTIAL** and shall be handled with the highest degree of discretion.
3. **STRICTLY CONFIDENTIAL INFORMATION INCLUDES, BUT IS NOT LIMITED TO:**

- 3.1 Results of Open Ranking and Selection Processes, including scores, rankings, comparative ratings, deliberations, and recommendations;
- 3.2 Information on who will be reported, recommended, designated, promoted, or appointed by the Appointing Authority, prior to official issuance;
- 3.3 Names of personnel or applicants under evaluation, screening, validation, or deliberation;
- 3.4 Service records, performance ratings, eligibility, disciplinary records, medical or health information, payroll, and financial data;
- 3.5 Drafts, internal communications, and documents not yet officially released by this Office; and
- 3.6 Cases and complaints, including all related records and proceedings, which must be kept confidential.



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4. THE FOLLOWING ACTS ARE STRICTLY PROHIBITED:

- 4.1 Gossiping, rumor-mongering, and spreading unverified information (e.g., engaging in “tsismis” or similar acts);
- 4.2 Engaging in intrigues, speculation, or malicious talk regarding appointments, promotions, designations, rankings, or other personnel actions;
- 4.3 Unauthorized disclosure, leaking, sharing, or casual discussion of confidential matters—whether verbal, written, or through social media and messaging platforms;
- 4.4 Any conduct that compromises fairness, integrity, trust, and professionalism in personnel processes; and
- 4.5 Any conduct that may tarnish the reputation and credibility of any personnel of this agency.

5. Personnel who engage in the above acts shall be considered in violation of the Data Privacy Act, confidentiality rules, and ethical standards of public service, and may be subjected to administrative, civil, and/or criminal liability in accordance with law.

6. Any validated violation of this Memorandum shall be dealt with accordingly pursuant to DepEd Order No. 49, s. 2006, and other related issuances.

7. All Heads of Offices and School Heads are hereby directed to ensure the strict dissemination, implementation, and compliance with this Memorandum within their respective areas of responsibility.

8. For strict compliance.

CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

Enclosure: As stated
To be included in the Perpetual Index
under the following subjects:
CONFIDENTIALITY DATA INFORMATION
PERSONNEL PRIVACY