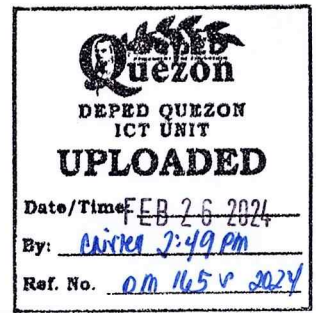




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



22 February 2024

DIVISION MEMORANDUM
DM No. 165, s. 2024

**FORTIFYING PROTECTION AGAINST CYBER THREATS
AND INCIDENT REPORTING**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Elementary & Secondary School Heads
Teaching and Non-teaching Personnel
All Others Concerned

1. Attached herewith is the Regional Memorandum No. 105, s. 2024 entitled “Fortifying Protection Against Cyber Threats and Incident Reporting”, signed by Regional Director Atty. Alberto T. Escobarte, CESO II.
2. This aims the posting of precautionary measures on Protection Against Cyber Threat and Procedures. Please refer to the attached Memorandum for reference and guidance.
3. Immediate and widest dissemination and strict compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

ICTwbp/cms/02/22/2024

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

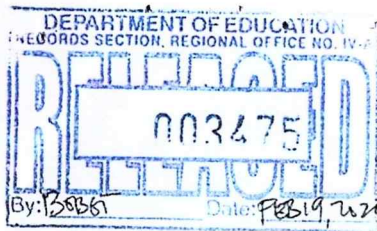
SECURITY INCIDENT RESOLUTION

Control No. SIRS-2023-00X		Security Incident Report Control No.	
Resolution Date			
Incident Name			
Alleged Data Leak			
ACTIONS TAKEN			
RECOMMENDATIONS			
PREPARED BY			
Name		Signature	
Position		Date	
Noted:			
Name		Signature	
Position		Date	

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



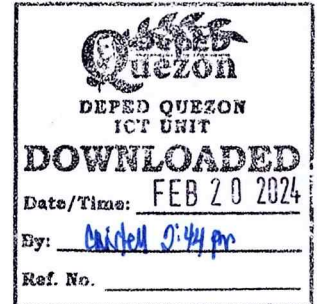
ICT-RM-2024-105

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

15 February 2024

Regional Memorandum
No. 105, s. 2024

**FORTIFYING PROTECTION AGAINST CYBER
THREATS AND INCIDENT REPORTING**



To **Schools Division Superintendents**
Division Information Technology Officers

1. Due to frequent incident of online hacking reported nationwide that adversely affects the Department of Education, this office, through the Information and Communication Technology Unit, is releasing precautionary measures on Protection Against Cyber Threat and Procedure, to wit:
 - a. Keep your devices up to date with the latest security patches;
 - b. Create and change strong and unique password for all online accounts regularly;
 - c. Be cautious when opening emails or clicking on links for unknown sources;
 - d. Install reputable antivirus and anti-malware software,
 - e. Establish data firewall;
 - f. Implement additional security measures
 1. Enable two-way factor authentication(2FA),
 2. Regularly monitor your financial accounts,
 3. Stay updated on cybersecurity news and attend seminars, conferences and trainings on cybersecurity;
 - g. Regularly backup your important files and data;
 - h. Ensure Data Encryption of the developed system;
 - i. Strict control access to the system; and
 - j. Be aware always.

2. SDOs are strictly advised to immediately submit a report of online incidents through email to ict.calabarzon@deped.gov.ph, cert-ph@dict.gov.ph, complaints@privacy.gov.ph, icts.od@deped.gov.ph, and icts.tid@deped.gov.ph. Attached hereto is the template to be used for standard reporting of the incidence.



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

3. Strict compliance with this memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director *per signature*

ct/il