



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

No. 4, s.2025

LIMITING THE USE OF THE OFFICIAL DEPED VIGAN EMAIL

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Unit and Section Heads
All SDO Proper Personnel

1. In accordance with the Department of Education's (DepEd) mandate to protect and promote the right to and access to quality basic education, DepEd collects various data and information, including personal information, from various subjects using different systems.
2. In the processing of these data and information, DepEd is committed to ensure the free flow of information as required under the *Freedom of Information Act* (Executive Order No. 2, s. 2016) and to protect and respect the confidentiality and privacy of these data and information as required under the *Data Privacy Act of 2012* (Republic Act No. 10173).
3. Request for data and information, unless access is denied when such data and information fall under any of the exceptions enshrined in the Constitution, existing law or jurisprudence, shall be guided by the *DepEd Freedom of Information Manual* (Department Order No. 72, s. 2016).
4. Only authorized DepEd personnel have access to personal information collected, the exchange of which will be facilitated through email and web applications. These will be stored in a database in accordance with government policies, rules, regulations, and guidelines.
5. In line with these, only the Information Technology Officer and the Administrative Assistant III to the Schools Division Superintendent are allowed to access the official e-mail (vigan.city@deped.gov.ph).

Offices which require their own electronic mail addresses are advised to write to this office a letter request detailing the use of such e-mail, for approval.

7. For widest dissemination, information, guidance, and strict compliance.



VILMA D. EDA, CESO V
Schools Division Superintendent



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
Website: www.depedvigancity.com



Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM