



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 442 \_\_, s.2025

**REITERATION OF DATA-BASED CAPSULE REPORTING POLICY  
IN DEPED VIGAN CITY**

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

1. The Department of Education in Vigan City issued Division Order No. 008, s. 2024 established the use of data in capsule reporting to streamline the process of retrieving data from different schools.
2. Section 6 of the said Order provides that data from the field shall be collected only through a signed division issuance by the Office of the School Division Superintendent. Submissions of data to the Division Office shall be via online or hard copy, or both.
3. All personnel are reminded to use division issuances to request data from schools. For online submission, the use of the official DepEd E-mail is required.
4. The use of social media group chats is limited to information dissemination and cannot be used to submit or collect data.
5. A copy of Division Order No. 8, s. 2024 is attached for reference. For widest dissemination, information, guidance, and strict compliance.



**VILMA D. EDA, CESO V**  
Schools Division Superintendent



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Office of the Schools Division Superintendent

**DIVISION ORDER**

No. 008, s.2024

**DATA-BASED CAPSULE REPORTING POLICY IN DEPED VIGAN CITY**

To: Office of the Assistant Schools Division Superintendent  
CES, SGOD  
CES, CID  
Section and Unit Heads  
All School Heads (Elementary & Secondary)  
All SDO Proper Personnel

1. The Department of Education in Vigan City issues the enclosed Data Based Capsule Reporting Policy in order to streamline the process of retrieving data from the different schools, using the said data in crafting policy, and implementing capsule based reporting to the top management.
2. Pursuant to Section 18, this Division Order shall take effect immediately upon issuance.
3. All Orders, Memoranda, and other related issuances inconsistent with these policy and guidelines are deemed amended accordingly upon its effectivity.
4. Immediate and widest dissemination of this order is desired.

**VILMA D. EDA, CESO V**  
Schools Division Superintendent

Encl.:

As Stated

Reference:

Data Privacy Act (RA 10173)  
Ease of Doing Business Act (RA11032)

To be indicated in the Perpetual Index  
Under the following subjects:

COMMUNICATION  
DATA  
INFORMATION & INFORMATION TECHNOLOGY  
PERMIT  
POLICY

/krt2024



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**DATA-BASED CAPSULE REPORTING POLICY IN DEPED VIGAN CITY**

**I. RATIONALE**

Sec. 1. The 1987 Constitution in Art. II, Section 24 provides that the State recognizes the vital role of communication and information in nation building. Further, Republic Act No. 10173 or the Data Privacy Act of 2012 provides for the state policy to protect the fundamental human right of privacy, of communication while ensuring free flow of information to promote innovation and growth.

Sec. 2. The State recognizes the vital role of information and communications technology in nation-building and its inherent obligation to ensure that personal information in the government are secured.

Sec. 3. In line with these, the Department of Education in Vigan City recognizes the need to implement a policy that clearly defines and outlines the procedure of handling and reporting data, either through traditional printed modes or the use of ICT, as a means of crafting responsive and proactive policies.

**II. SCOPE**

Sec. 4. This Division Order covers the guidelines in the collection of data from the field, the use of data in reporting during official meetings, and the use of capsule based reporting in the Schools Division of Vigan City.

**III. DEFINITION OF TERMS**

Sec. 5. The following words shall be used with their counterpart definition:

- a. Data – any and all information relating to learners, teachers, and/or those that are required by the Schools Division Office for the purpose of policy making communicated through an official issuance.
- b. Capsule Reporting—the use of analyzed and processed data, highlighting specific data from the field, for the purpose of submission to the Top Management.



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- c. Field—interchangeable with schools. This refers to a location which is within the jurisdiction of the Schools Division of Vigan City aside from the Division Office itself.
- d. Official Meetings—these are meetings which are used as an avenue of reporting to the Top Management, or used for the purpose of program implementation review, or those meeting which may be called by the Top Management which requires policy crafting, refining, or repealing. These meetings may be, but not limited to, management committee meetings, executive committee meetings, or division en banc meetings.
- e. Schools—places of learning which are within the jurisdiction of the Schools Division of Vigan City.
- f. Top Management—refers to the Office of the Schools Division Superintendent and the Office of the Assistant Schools Division Superintendent.
- g. Transmittal—a cover letter which is used to accompany bulk of data coming from schools.
- h. Unauthorized Collection of Data—the act or process of collecting, soliciting, asking, ordering, or requesting data from personnel in the field without the use of a signed division issuance.

**IV. SPECIFIC GUIDELINES**

*Sec. 6. Data Collection.* Data from the field shall be collected only through a signed division issuance by the Office of the Schools Division Superintendent. Submissions of data to the Division Office shall be via online **or** hard copy, or both.

*Sec. 7. Data Submission from the Field.* Data from the field shall be submitted to the Records Office within the cut-off time. Urgent data may be processed on the day. Non-urgent data shall be stamped received on the date submitted and will be processed the next day. Data may be sent physically or using the official e-mail of the office. The use of document tracking system shall strictly be followed.

*Sec. 8. Data Submission from the Division Office.* Data to be submitted from the Division Office may be hand-carried to the person requesting the data or coursed through the Records Office, subject to the use of the DTS. Work e-



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mails shall be used in sending data in the field. The use of social media platforms are prohibited.

*Sec. 9. Receiving of Data.* The Records Office shall be sole responsible for the receiving of data from the field. The use of transmittal from the field shall be encouraged for bulk data such as, but not limited to, Form 6, DTRs, and the like.

*Sec. 10. Transfer of Data from Records to the Proper Office.* The Records Office shall transfer data to the appropriate office within the time element found in the Ease of Doing Business Act. This transfer shall be reflected in the Document Tracking System. All communications or data addressed to the Office of the Schools Division Superintendent shall be transferred to that office alone. No other office shall be allowed to process such communication or data unless authorized by the Schools Division Superintendent.

*Sec. 11. Processing of Data.* Offices which require data shall process it with confidentiality. No other office is allowed to process such data. Furthermore, all data shall be simplified through statistical or qualitative tools in order to interpret implications. No data shall be filed without processing, unless necessary.

*Sec. 12. Capsule Reporting.* After processing of data, the output of which shall be a capsule report which shall be used for official meetings.

A capsule report shall contain how the data was submitted, how the data was handled, and how the data can be used for future action or policy.

A template of a capsule report shall be attached here as **Annex A**.

*Sec. 13. Privacy of Communications.* The use of official DepEd E-mails shall be used to ensure privacy of communications. Data being processed in all offices shall be treated as confidential and should not be left unattended in working stations.

## V. PROHIBITIONS

*Sec. 14. Unauthorized Collection of Data.* No data shall be collected without a duly signed division issuance. The use of social media platforms, chatrooms, group chats shall be discouraged. No data shall be collected from personnel after office hours / official time, unless urgent or during emergency cases, in



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which approval request for urgent data collection for the Schools Division Superintendent shall be made using the attached format in **Annex B**.

*Sec. 15. Unauthorized Processing of Data.* Only the requesting unit shall process the data requested. No other office is allowed to process such data unless authorized by Top Management.

However, in cases where there is a need for inter-office collaboration of data. The requesting office shall submit a data request form to be approved by the Schools Division Superintendent. An inter-office data request form is attached here as **Annex C**.

*Sec. 16. Administrative Liability.* Any person in contravention of the directives in this Order shall be held administratively liable in relation to DepEd Order No. 49 s. 2006.

**VI. MONITORING AND EVALUATION**

*Sec. 17.* The School Governance and Operations Division shall monitor compliance to this Order, conduct review of these guidelines, and recommend changes to further improve implementation.

**VII. REPEALING CLAUSE AND EFFECTIVITY**

*Sec 18.* This Order shall take effect immediately. All existing orders and memoranda inconsistent with this Order are hereby rescinded. The guidelines stated herein shall remain in effect, unless later repealed, amended, or rescinded.

**VILMA D. EDA, CESO V**  
Schools Division Superintendent



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**Annex A**

**CAPSULE REPORT**

- I. NAME OF ACITIVITY:**  
**DATE OF ACTIVITY:**  
**SPECIFIC OBJECTIVES:**  
**KEY RESULTS:**

**II.**

<b>ISSUES AND CONCERNS</b>	<b>ACTION TAKEN</b>	<b>POLICY RECOMMENDATIONS</b>

**III. ATTACHMENTS (IF ANY)**

**PREPARED BY:**

PROJECT PROPONENT / FOCAL PERSON

**REVIEWED BY:**

UNIT HEAD/SECTION HEAD/DIVISION CHIEF

**NOTED BY:**

ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

**NOTED BY:**

SCHOOLS DIVISION SUPERINTENDENT



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**Annex B**



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**URGENT DATA REQUEST FORM**

**Requesting Office:** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_

**Cause of Urgency:**

Immediate Report

Calamity/Disaster

Public Health

Public Security

Others, specify: \_\_\_\_\_

**To:** \_\_\_\_\_

**Nature of Data to be Collected:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Approved:**

**Schools Division Superintendent**



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**Annex C**



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**INTER-OFFICE DATA REQUEST**

**Requesting Office:** \_\_\_\_\_  
**Date Requested:** \_\_\_\_\_

**Data Providing Office:** \_\_\_\_\_  
**Date Provided:** \_\_\_\_\_

**Purpose of Request:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Nature of Data to be Collected:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Approved:**  
  
**Schools Division Superintendent**



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