



Information Security and Data Privacy Protection

GASTPE Orientation Conference

June - August 2025

CERTIFICATION MAINTAINED

ISO 9001:2015

Quality Management System



CERTIFICATION UPGRADED

ISO 27001:2022

Information Security
Management System





2024 Certification Assessment Instrument and Data Privacy Protection

SCHOOL YEAR 2024 ESC (RE-)CERTIFICATION ASSESSMENT INSTRUMENT

E. Academic Support and Student Development Services

II. Registrar's Office

1. Established policies and procedures for safekeeping, retrieval, retention and disposal of learners' records according to the Data Privacy Act*	4	3	2	1	0
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V. Guidance and Counseling

6. A system for maintaining confidentiality of learners' personal data and information*	4	3	2	1	0
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VIII. Student Discipline

3. Disciplinary records that are complete, kept secure and confidential according to Data Privacy Act*	4	3	2	1	0
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SCHOOL YEAR 2024

ESC (RE-) CERTIFICATION ASSESSMENT INSTRUMENT

G. Administration and Governance

7. Established policies, processes and procedures that ensure:					
- smooth transfer of responsibilities, properties and documents during changes in management*	4	3	2	1	0
- confidentiality, security, accessibility and retrievability of school data, records and documents according to Data Privacy Act	4	3	2	1	0
- stewardship through wise and proper use of human and material resources	4	3	2	1	0

Appraisal of Blended/Distance Learning (ABDL)

DOMAIN 4: Technology Selection, Access and Support

25.	Compliance with data privacy and confidentiality regulations and protection of learners from erroneous, offensive or harmful content	4	3	2	1	0
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Registrar's Office

- Prevent unauthorized access, loss, or damage of learner records.
- Ensure records are retrieved only by those with legitimate purpose and authority.
- Keep records only for as long as necessary, based on legal and academic requirements.
- Dispose of records securely to prevent leakage of personal data.
- Document Policies and SOPs
- Conduct Regular Training and Monitoring

Guidance and Counseling

- Establish a Confidentiality Protocol and Privacy Policy
- Control Access to Records (Both Physical and Digital)
- Train Guidance Personnel on Data Privacy and Ethics
- Secure Consent and Manage Disclosures Properly
- Establish Proper Retention and Disposal Procedures
- Create a Safe Culture for Confidential Conversations

Student Discipline

- Ensure records reflect the full and fair story of incidents.
- Prevent unauthorized access, leaks, or inappropriate disclosure.
- Retain disciplinary records only as long as necessary and dispose of properly.
- Redact names when using sample cases for training.
- Be cautious when posting class-wide sanctions or violations (e.g., avoid shaming or disclosing identities).
- Do not store disciplinary records together with academic grades in the same file or system if possible.
- Train all staff involved in discipline on privacy principles and confidentiality.

Administration and Governance

- Remember: Privacy is a governance issue, not just an IT task.
- Set the tone from the top – school heads must model compliance.
- Periodically review compliance, especially when you onboard new systems, platforms, or third-party providers.

GASTPE Systems Point Persons

- Protect access credentials.
- Only gather data that is necessary for the purpose of billing.
- Encode and verify billing data using secure means.
- Store documents securely.
- Do not share billing-related data with unauthorized parties
- Retain billing records only as long as necessary to comply with program guidelines.

PEAC Enterprise Information System

Welcome to PEAC Enterprise Information System (EIS)

STATUS

(RE) CERTIFICATION

● Limited Compliance

MONITORING VISIT

● To be Updated

ATTENDANCE IN THE ANNUAL GASTPE
ORIENTATION

● To be Updated

SCHOOL INFORMATION

[UPDATE SCHOOL INFO](#)

DEPED ID: 111111

REGION: Region VII

OFFICIAL EMAIL ADDRESS: administrator@peac.org.ph

TELEPHONE NO.: 123456

PEAC Test School

ESC ID: 1111111



Account
Profile



Security
& Login



User
Management



Account Profile



Security & Login



User Management

OFFICIAL EMAIL ADDRESS:

administrator@peac.org.ph

TELEPHONE NO.:

123456

QUICKLINKS

Certification System



ESC Information Management System



RECENT ACTIVITY

[VIEW ACTIVITY](#)

Jun 14, 2025
12:51 PM



You logged in on Enterprise Information System

116.50.209.58 | Safari 18.5 | Mac 10.15.7 | Apple

Jun 14, 2025
10:16 AM



You updated the E-mail address from **terence.barrido@peac.org.ph** to **administrator@peac.org.ph**.

122.55.111.90 | Microsoft Edge 136 | Windows 10 | Unknown

USERS

[MANAGE USERS](#)

Name	IP Address	Last Login
JL Cruz		
Pablo Abad	138.199.61.228	Feb 24, 2022 1:56 PM
Beth Mercado	103.76.160.126	Jun 11, 2019 7:02 PM

[← Back](#)

USER MANAGEMENT

[Add New User +](#)

LIST OF USERS

SHOW ENTRIES

SEARCH:

#	↑↓	Name	↑↓	Email	↑↓	Mobile No.	↑↓	IP Address	↑↓	Last Login	↑↓	User Account Status	↑↓
2		Pablo Abad		staff1@peac.org.ph		9353333333		138.199.61.228		2022-02-24 13:56:27		Active	Manage
1		JL Cruz		staff2@school.edu.ph		9634244444						Active	Manage
3		Beth Mercado		staff3@school.edu.ph		9352222222		103.76.160.126		2019-06-11 19:02:13		Active	Manage

Showing 1 to 3 of 3 entries

[Previous](#) [1](#) [Next](#)

ACCOUNT SETTINGS | PABLO ABAD

← Back

USER MANAGEMENT

LIST OF USERS

SHOW 10 ENTRIES

#	↑↓ Name	↑↓ Email
2	Pablo Abad	staff1@
1	JL Cruz	staff2@
3	Beth Mercado	staff3@

Showing 1 to 3 of 3 entries

Add New User +

SEARCH:

Status ↑↓

Manage

Manage

Manage

Previous 1 Next

User Information

Roles

Activity Log

First Name

Pablo

Last Name

Abad

Designation

IT Officer

Email Address

staff1@peac.org.ph

Telephone No.

028

1234567

Mobile No.

9353333333

Password

Reset Password

Suspend Account

Save Changes

Close

[← Back](#)

USER MANAGEMENT

LIST OF USERS

SHOW ENTRIES

#	↑↓ Name	↑↓ Email
2	Pablo Abad	staff1@
1	JL Cruz	staff2@
3	Beth Mercado	staff3@

Showing 1 to 3 of 3 entries

ADD NEW USER

First Name

Last Name

Designation

Email Address

Telephone No.

Mobile No.

- Roles
- Certification System
 - ESC Information Management System

Password Automatically generate a password

[Add This User](#)

[Close](#)

[Add New User](#)

SEARCH:

Status	↑↓	↑↓
		Manage
		Manage
		Manage

[Previous](#) [1](#) [Next](#)

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[UPDATE SCHOOL INFO](#)

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OFFICIAL EMAIL ADDRESS: administrator@peac.org.ph

TELEPHONE NO.: 123456

PEAC Test School

ESC ID: 1111111

[Account Profile](#) [Security & Login](#) [User Management](#)

[← Back](#)

[Change Password](#)

[2-Factor Authentication](#)

CHANGE PASSWORD

OLD PASSWORD

NEW PASSWORD

Password must meet the following requirements:

- At least one letter
- At least one capital letter
- At least one number
- Be at least 12 characters

CONFIRM PASSWORD

[Update Password](#)

[← Back](#)

[Change Password](#)

2-Factor Authentication

2-FACTOR AUTHENTICATION

Two-Step Verification is already enabled. You will receive an authentication code when you sign in. Authentication codes will be sent to your registered mobile number.

ENABLE 2-FA

MOBILE NUMBER

+63 9391111111

[Update Mobile Number](#)



Additional Reminders

Secure access to PEAC's information systems (data processing systems)

- Enable Two-Factor Authentication
- Use secure passwords (we recommend using at least 12 characters, alpha numeric + special characters)
- Change passwords at least once a year (we recommend changing your passwords every three months)
- Do not use public terminals when accessing the EIS, CS, IMS, VMS
- Refrain from using public Wifi
- Logout of your account properly
- Install antivirus software and keep it up to date
- Keep your operating system and applications updated
- Do not click on suspicious links or download unknown attachments

Relevant Issuances of the NPC

- NPC Advisory No. 2024-04 - Guidelines on the Application of Republic Act No. 10173 or the Data Privacy Act of 2012 (DPA), its Implementing Rules and Regulations, and the Issuances of the Commission to Artificial Intelligence Systems Processing Personal Data
- NPC Advisory No. 2024-03 - Guidelines on Child-Oriented Transparency

Relevant Issuances of the NPC

- NPC Circular No. 2024-02 - Closed-Circuit Television (CCTV) Systems
- NPC Circular No. 2023-03 - Guidelines on Identification Cards



Information security and data
privacy protection is everyone's
business.