

Information Security and Data Privacy Protection

Strengthening Trust in the PEAC and the Private Schools



April – July, 2026

Why this matters



Sisters of Mary School -
Girlstown, Inc.



San Francisco Javier
College - AR of Narra,
Palawan, Inc.

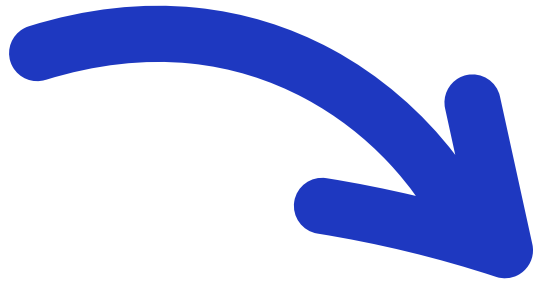


900k ESC grantees

1.2M VPBs

60k TSS recipients

32B Php



Types of sensitive
information you may
encounter

- Student information
- Staff and teacher
Information
- Administrative and
operational
information
- Academic and
instructional materials
- Other school
documents

Core Principles of Information Security



Confidentiality

Integrity

Availability

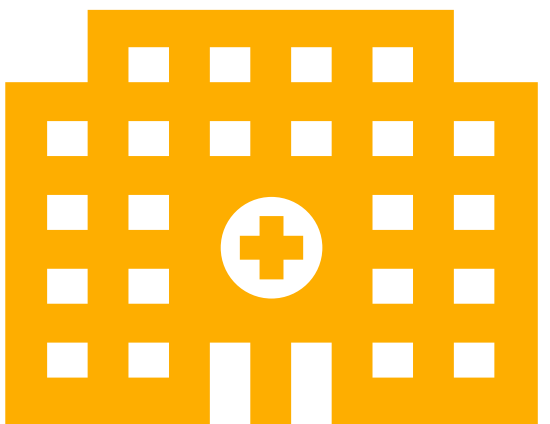
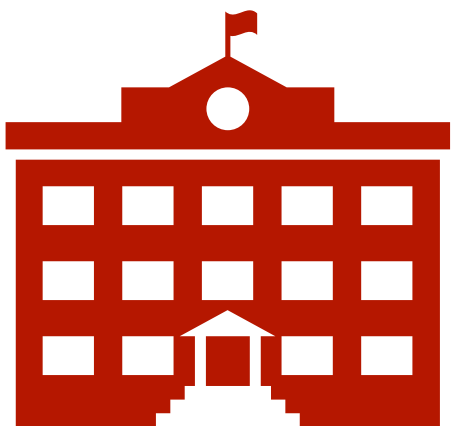
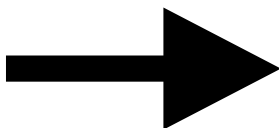
Data Privacy Act of 2012



National Privacy Commission



Data Subjects



Personal Information Controller (PIC)
Personal Information Processor (PIP)

Data Privacy Act of 2012



Name

Email address

Mobile number

Position or job title

School or institutional affiliation

Personal Information

Sensitive

Personal

Information

Age, gender, marital status

Educational background

Health records

Disciplinary or criminal records

Identifiers issued by government agencies: (e.g., Learner Reference Numbers, SSS number, TIN, PhilHealth ID)

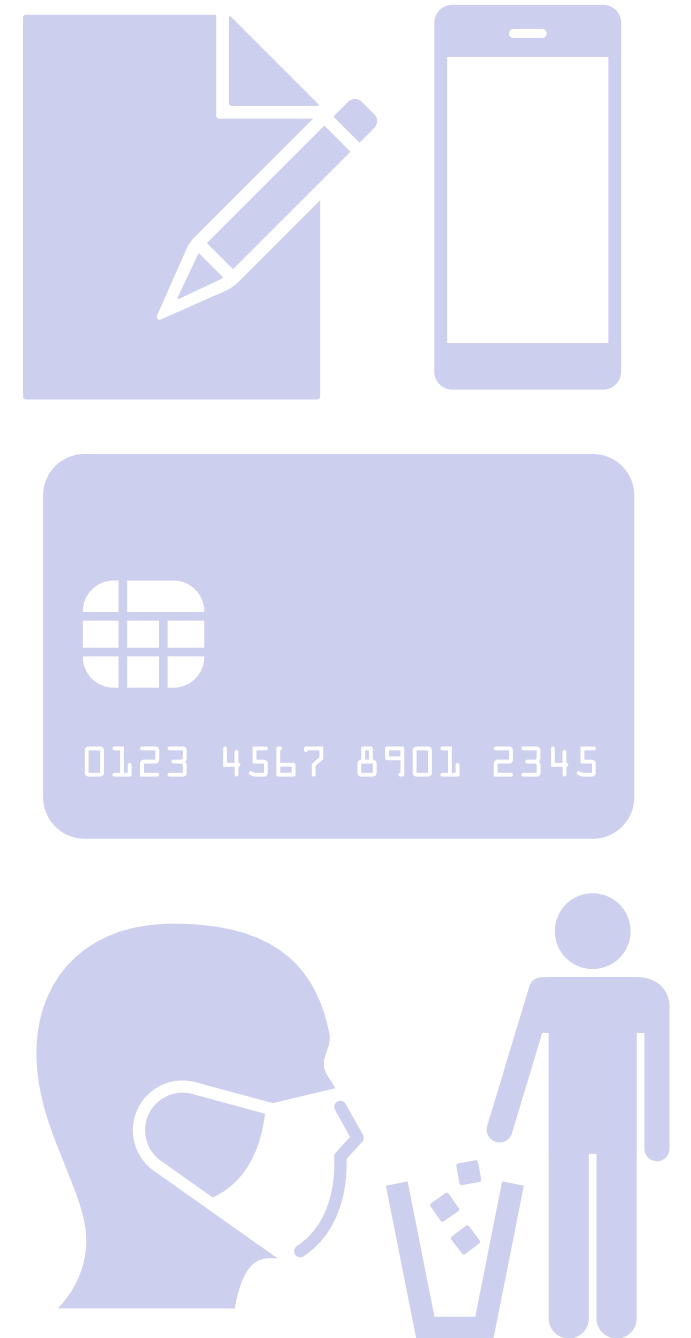
Any information established by an executive order or law as sensitive

Data Privacy Act of 2012



Processing refers to any operation or any set of operations performed upon personal information including, but not limited to, the...

- collection
- recording
- organization
- storage
- updating or modification
- retrieval
- consultation
- use
- consolidation
- blocking
- erasure or destruction of data.





Common Risks

PHYSICAL RISKS

- Leaving printed enlistment sheets, student records, or grant documents exposed on desks
- Losing a USB drive or laptop containing school files
- Improper disposal of printed documents (e.g., throwing them in the trash instead of shredding)
- Allowing unauthorized visitors access to areas where sensitive records are kept



Common Risks

DIGITAL RISKS

- Using weak or shared passwords for EIS and other official accounts
- Not enabling Two-Factor Authentication (2FA)
- Using personal devices without security features (no antivirus, no screen lock)
- Using public or unsecured Wi-Fi to access official systems
- Using shared or public computers to log into EIS
- Failing to log out properly after each session
- Outdated operating systems or applications that are vulnerable to attacks
- Falling for phishing emails disguised as DepEd or PEAC communications



Common Risks

BEHAVIORAL / PROCEDURAL RISKS

- Taking photos of students or staff without consent and posting on social media
- Mis-sent emails containing personal or sensitive information
- Sharing login credentials with colleagues "for convenience"
- Giving staff access to systems beyond what their role requires
- Using commercial AI platforms (e.g., ChatGPT) to process student or staff personal data without proper safeguards
- Unnecessarily downloading and retaining personal data beyond its purpose
- Failing to report suspected data breaches or security incidents promptly

PEAC Enterprise Information System



Enterprise Information System

NEW APPLICANTS

For ESC Applicant Schools (Certification):

Please be informed that ESC Application for SY 2025-2026 is from August 4, 2025 to November 28, 2025.

PART I:

1. Letter of Intent addressed to the PEAC Executive Director
2. Securities and Exchange Commission (SEC) Registration
3. Government Recognition for the Junior High School Program (should bear the same school name as that in the latest SEC Registration).
4. Latest General Information Sheet (GIS) at least 2024
5. Latest Audited Financial Statement (AFS) at least 2024

PARTICIPATING SCHOOLS

Sign in
to continue to EIS

CONTINUE →

[i Forgot password?](#)

Welcome to PEAC Enterprise Information System (EIS)

STATUS

(RE) CERTIFICATION

● Limited Compliance

MONITORING

● To be Updated

ATTENDANCE IN THE ANNUAL GASTPE
ORIENTATION

● To be Updated

SCHOOL INFORMATION

UPDATE SCHOOL INFO 

DEPED ID: 111111

REGION: NCR

OFFICIAL EMAIL ADDRESS: eis@peac.org.ph

TELEPHONE NO.: 123456

MOBILE NO.: 09123456789

PEAC

PEAC Test School

ESC ID: 111111


Account
Profile


Security
& Login


User
Management

Share Your Feedback

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Basic School Information

Membership in Educational Associations

Administrators

School Calendar

School Plant and Institutional Resources

Faculty Data

Activity Log

MEMBERSHIP IN EDUCATIONAL ASSOCIATIONS

- ☐ ASSOCIATION OF CHRISTIAN SCHOOLS, COLLEGES AND UNIVERSITIES (ACSCU)
- ☐ CATHOLIC EDUCATIONAL ASSOCIATION OF THE PHILIPPINES (CEAP)
- ☐ COORDINATING COUNCIL OF PRIVATE EDUCATIONAL ASSOCIATIONS (COCOPEA)
- ☐ MANILA ECCLESIASTICAL PROVINCE SCHOOL SYSTEMS ASSOCIATION (MAPSA)
- ☐ NCR ALLIANCE OF TVET SCHOOLS ASSOCIATION INC. (NATSA)
- ☐ PAMAMARISAN TECHNICAL VOCATIONAL SCHOOLS ASSOCIATION INC.
- ☐ PHILIPPINE ASSOCIATION OF COLLEGIATE SCHOOLS OF BUSINESS (PACSB)
- ☐ PHILIPPINE ASSOCIATION OF COLLEGES AND UNIVERSITIES (PACU)
- ☐ PHILIPPINE ASSOCIATION OF PRIVATE SCHOOLS, COLLEGES, AND UNIVERSITIES (PAPSCU)
- ☐ UNIFIED TVET OF THE PHILIPPINES, INC. (UNITVET)
- ☐ OTHERS

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- Basic School Information
- Membership in Educational Associations
- Administrators
- School Calendar
- School Plant and Institutional Resources
- Faculty Data
- Activity Log

SCHOOL ADMINISTRATORS

Please encode using the add button the names of your School Administrators corresponding to the positions listed below, whichever are applicable to your school.

REQUIRED

Principal: Junior High School

OPTIONAL

- School President
- School Director/Directress
- Principal: Basic Education
- Principal: Pre-school
- Principal: Elementary
- Principal: Senior High School

TITLE	FIRST NAME	MIDDLE NAME	LAST NAME
Select	Juan	Mendoza	Dela Cruz
DESIGNATION	EMAIL		MOBILE NO.:
Choose...	juan.delacruz@example.com		+63 XXXXXXX

Add +

Title	First Name	Middle Name	Last Name	Designation	Email	Telephone No	Action
Mr.	Test	Test	Test	Principal: Junior High School	test@email.com	9688685246	

ESC Information Management System

09123456789

You logged out on Enterprise
Information System
138.199.61.228 | Chrome 146 | Windows 10 |
Unknown

Juan dela Cruz

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USER MANAGEMENT

Add New User +

LIST OF USERS

SHOW 10 ENTRIES

SEARCH:

#	↑↓	Name	↑↓	Email	↑↓	Mobile No.	↑↓	Designation	↑↓	Access	↑↓	User Account Status	↑↓	Last Login	↑↓
1		Philip Pines		philip.pines@gmail.com		9999999999		Encoder		CS		Suspended			
2		Juan dela Cruz		juan.delacruz@peac.org.ph		9999999999		Encoder		CS, IMS		Active			

Showing 1 to 2 of 2 entries

Previous1Next

Add New User +

Manage

Manage

[← Back](#)

USER MANAGEMENT

LIST OF USERS

SHOW 10 ENTRIES

#	↑↓	Name	↑↓	Email
1		Philip Pines		philip.pines@
2		Juan dela Cruz		juan.delacruz

Showing 1 to 2 of 2 entries

[Add New User](#) 

[Add New User](#) 

SEARCH:

↑↓ Last Login ↑↓ ↑↓

[Manage](#)

[Manage](#)

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

ACCOUNT SETTINGS | JUAN DELA CRUZ

User Information Access Activity Log

First Name	Juan	
Last Name	dela Cruz	
Designation	Encoder	
Email Address	juan.delacruz@peac.org.ph	
Telephone No.	075	5762203
Mobile No.	9999999999	
Password	Reset Password	

[Suspend Account](#)

[Save Changes](#)

[Close](#)

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Showing 1 to 2 of 2 entries

Add New User

ADD NEW USER

First Name

First Name

Last Name

Last Name

Designation

Designation

Email Address

example@example.com

Telephone No.

Area Code

Mobile No.

9999999999

Access

☐ Certification System

☐ ESC Information Management System

Password

☐ Automatically generate a password

Password

Add This User

Close

Add New User

SEARCH:

↑↓ Last Login ↑↓ ↑↓

Manage

Manage

Previous

1

Next

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111111

REGION:

NCR

OFFICIAL EMAIL ADDRESS:

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TELEPHONE NO.:

123456

MOBILE NO.:

09123456789



PEAC

PEAC Test School

ESC ID: 111111

 Account Profile

 Security & Login

 User Management

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Change Password

CHANGE PASSWORD

OLD PASSWORD

NEW PASSWORD

Password must be a minimum of 12 characters, including at least:

- one lowercase letter (a-z)
- one uppercase letter (A-Z)
- one number (0-9)
- one special character

CONFIRM PASSWORD

Update Password

Reminders

- Enable Two-Factor Authentication (2FA) wherever available
- Use strong and unique passwords
- Change passwords regularly
- Do not access official systems using public or shared computers
- Always log out properly after each session
- Avoid using public or unsecured Wi-Fi networks
- Install antivirus software and keep it updated
- Keep operating systems and applications up to date
- Be vigilant against phishing attempts
- Limit data access to a “need-to-know” basis
- Report suspected security incidents immediately

On the Use of AI Platforms

A quick guide for school administrators

What counts as an AI platform?

Tools like ChatGPT, Gemini, Copilot, and similar services that you interact with by typing prompts. Many are free, easy to use, and genuinely helpful but they come with privacy risks when used carelessly.

Main risk: you may be sharing personal data with a third party without the data subject's consent, a potential violation of the Data Privacy Act of 2012.

Advisory No. 2024-04

AI Systems Processing Personal Data

If your school uses AI tools (e.g., ChatGPT for admin tasks, automated grading), the DPA and NPC rules apply. Ensure lawful basis, transparency, and data minimization.

On the Use of AI Platforms

A quick guide for school administrators

What you should NOT input into AI platforms

- Student names, LRNs, or any identifying information
- Staff or teacher personal details
- Health, disciplinary, or financial records
- ESC, VPB, or TSS-related beneficiary data
- Any document marked confidential or for limited access

What is generally safe

- Drafting general communications or templates (without real names or data)
- Summarizing publicly available policies or guidelines
- Generating ideas, formats, or sample content
- Proofreading text that contains no personal information

The simple rule: If you wouldn't post it on a public bulletin board, don't type it into an AI platform.

On the Use of AI Platforms

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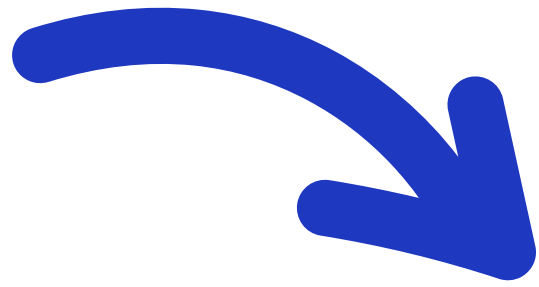
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Information security is
everyone's responsibility.

