

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.



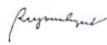


Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
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3. Strict compliance with this memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director 

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