



Republika ng Pilipinas
Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR INFORMATION AND COMMUNICATIONS TECHNOLOGY

MEMORANDUM
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FOR : UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU AND SERVICE DIRECTORS
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : **ATTY. MARCELINO G. VELOSO III**
Assistant Secretary

SUBJECT : **CYBERSECURITY AWARENESS BASELINE SURVEY**

DATE : **20 May 2026**

1. *Purpose.*

- 1.1. This Memorandum disseminates the Department of Education (DepEd) Cybersecurity Awareness Pre-Survey for DepEd personnel.
- 1.2. The survey aims to establish a baseline on the current cybersecurity awareness, digital practices, and support needs of personnel across the Central Office (CO), Bureaus, Services, Regional Offices (ROs), Schools Division Offices (SDOs), and public elementary and secondary schools.
- 1.3. The results will guide the development of practical, relevant, and role-based cybersecurity awareness activities, training programs, simulated exercises, advisories, and other support interventions.

2. *Background and Rationale.*

- 2.1. DepEd continues to use digital platforms, web-based tools, and online systems in teaching, learning, and administrative operations. As these tools become part of daily work, personnel play a critical role in protecting DepEd information, systems, and digital services.
- 2.2. To provide effective support, the Information and Communications Technology Service (ICTS) needs to understand the current practices, challenges, and training needs of DepEd personnel in relation to cybersecurity.

- 2.3. The Cybersecurity Awareness Pre-Survey is a proactive step toward building a stronger cybersecurity culture in DepEd. The survey will help identify priority areas for support and ensure that future cybersecurity initiatives are responsive to the actual needs of personnel in different roles and offices.

3. *Scope and Respondent Classification.*

- 3.1. The survey covers DepEd personnel across all governance levels and offices.
- 3.2. Respondents shall select the category that best describes their role:
- 3.2.1. **Executive / Senior Management** – CO Executives, Bureau and Service Directors, Regional Directors, and Schools Division Superintendents.
 - 3.2.2. **School Head / Teacher-in-Charge** – Principals, School Heads, and other personnel responsible for school-level supervision and administration.
 - 3.2.3. **Teaching Personnel** – Classroom teachers and other professional educators.
 - 3.2.4. **Non-Teaching Personnel / Administrative Support** – Registrars, Administrative Officers, Guidance Counselors, Librarians, and other non-teaching personnel performing administrative or support functions.
 - 3.2.5. **Information and Communications Technology (ICT) Personnel / Technical Staff** – Regional Information Technology Officers (RITOs), Division Information Technology Officers (DITOs), School ICT Coordinators, and other personnel performing ICT-related functions.

4. *Survey Administration.*

- 4.1. All concerned personnel are requested to accomplish the survey honestly. The survey is intended for baseline assessment and support planning only. It is not a performance evaluation, and there are no wrong answers.
- 4.2. The survey may be accessed through the following link <https://bit.ly/DepEdAwareness>.
- 4.3. RITOs, DITOs, School ICT Coordinators, and other designated focal persons are requested to assist in disseminating the survey link and guiding personnel who may need assistance in accessing or completing the survey.
- 4.4. Public elementary and secondary school heads are requested to ensure that teaching and non-teaching personnel under their supervision are informed of the survey.
- 4.5. The survey shall be accomplished on or before **29 May 2026**.

5. *Data Privacy and Confidentiality.*

- 5.1. Survey responses shall be treated as confidential.
- 5.2. Survey data shall be analyzed and reported in aggregate form. Aggregated data may be used to monitor participation coverage, including the number of respondents per governance level, region, division, school, office, personnel

category, or other relevant institutional grouping, for reporting and planning purposes.

- 5.3. Participation monitoring shall focus only on response coverage and representation. It shall not be used to assess, score, rank, or compare the correctness of individual responses.
 - 5.4. No individual personnel shall be evaluated, ranked, or publicly identified based on survey responses.
 - 5.5. All collected data shall be processed in accordance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012, and applicable DepEd data privacy policies.
6. *Expected Outputs.*
- 6.1. The survey results shall serve as baseline data for the DepEd Cybersecurity Awareness and Culture strategy.
 - 6.2. The results shall inform the prioritization of cybersecurity awareness topics, development of targeted learning materials, conduct of training programs, and implementation of behavior-based cybersecurity initiatives.
 - 6.3. The baseline shall also support the creation of role-specific interventions that promote safer and more responsible use of DepEd digital platforms and services.
7. *Inquiries.*
- 7.1. For questions or concerns, please contact the Office of the Assistant Secretary for Information and Communications Technology (OASICT) at 8633-7256 or through email at oasict@deped.gov.ph.
8. *Dissemination.*
- 8.1. Immediate dissemination of this Memorandum is directed.

May 16, 2024
To: All concerned
for information and
guidance.

