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Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OFFICE OF IRIGA CITY

Office of the Schools Division Superintendent

February 5, 2026

OFFICE MEMORANDUM

No. 071 s. 2026

POLICY ON THE SECURE AND RESPONSIBLE USE OF ICT RESOURCES

To: Asst. Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors
Section Heads
All others concerned

In line with the Department of Education's mandate to uphold **professionalism, accountability, efficiency, and responsible use of government resources**, and in view of reports and ICT monitoring indicating incidents of **online gaming, excessive social media use, and bandwidth-intensive downloading activities** (e.g., uTorrent) that significantly affect office network performance, this Office hereby issues the following **comprehensive rules governing the proper use of ICT resources**.

This memorandum aims to ensure that **government time, facilities, data, and internet connectivity** are used strictly for **official purposes**, and that **limited bandwidth resources are fairly shared among all offices and users**.

I. POLICY STATEMENT

The Schools Division Office of Iriga City recognizes the vital role of Information and Communication Technology (ICT) in delivering **efficient public service**. Any misuse, abuse, or excessive use of ICT resources—whether by personnel or non-personnel—**compromises productivity, disrupts operations, and affects service delivery to the public**.



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II. COVERAGE

This policy shall apply to:

1. **All Schools Division Office personnel**, including permanent, temporary, contractual, job order, consultants, and other individuals granted access to office ICT resources;
2. **All school personnel** (teaching and non-teaching) from public schools transacting official business at the Schools Division Office; and
3. **All walk-in visitors, guests, and external individuals** granted temporary access to the Division's internet connectivity, computers, or ICT facilities.

All covered individuals are required to **comply with this memorandum while inside the premises** of the Schools Division Office of Iriga City.

III. GUIDELINES ON ICT USE

1. Authorized Use

- ICT resources, including **internet access and office computers**, shall be used **primarily for official, educational, and transaction-related purposes**.
- Use for personal entertainment, gaming, or non-essential activities is prohibited.

2. Applications and Activities Strictly Prohibited During Office Hours

The following are **strictly prohibited** when using Division ICT resources or network:

A. Online and Offline Games

- Mobile Legends,
- League of Legends,
- DOTA 2,
- Call of Duty,
- PUBG,
- Valorant,
- Roblox,
- Genshin Impact,
- Free Fire,
- and similar games.



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B. Social Media and Messaging Applications (Non-Official Use)

- Facebook,
- Messenger,
- TikTok,
- Instagram,
- X (Twitter),
- WhatsApp,
- Telegram,
- Discord, Viber,
- and similar platforms when not officially required.

C. Streaming and Entertainment Platforms

- YouTube (non-work related),
- Netflix,
- Spotify (non-work related),
- Disney+,
- iQIYI,
- Viu,
- and similar services.

D. High-Bandwidth Downloading and File-Sharing Applications

- uTorrent,
- BitTorrent,
- qBitTorrent,
- and other torrent-based or P2P applications.
- Downloading large non-work-related files that **consume excessive bandwidth and negatively affect other offices**.

E. Other Non-Work-Related Activities

- Online shopping,
- unauthorized software installation,
- online betting or gambling,
- cryptocurrency trading,
- and similar personal activities.

3. Allowed Important Personal Communications

Reasonable and limited online communication during office hours is allowed for:



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1. **Family emergencies and urgent concerns**
2. **Other important and time-sensitive personal communications** that cannot reasonably be deferred.
 - Such communications must be **brief, non-disruptive, and not habitual.**

4. Rules for School Personnel and Walk-In Visitors

- Internet access for school personnel and office visitors is **strictly limited to transaction-related and official purposes only.**
- Streaming, gaming, downloading, social media browsing, and other non-essential activities are **prohibited.**
- Connectivity may be **time-limited, bandwidth-limited, restricted, or denied** by the ICT Office to prevent excessive usage.
- Any misuse of internet access may result in **immediate disconnection and possible denial of future access.**

IV. OTHER IMPORTANT ICT RULES AND RESTRICTIONS

- **Data Privacy and Confidentiality:** Compliance with the **Data Privacy Act of 2012 (RA 10173)** is mandatory. Unauthorized access, storage, or transmission of official data is prohibited.
- **Email and Online Conduct:** Official email accounts and systems shall be used for **authorized communications only.** Misuse or inappropriate content is prohibited.
- **System and Account Security:** Sharing passwords, accounts, or system credentials is strictly prohibited.
- **Software and Device Control:** Installation of unauthorized, pirated, or unlicensed software is prohibited.
- **Network Monitoring and Consent:** All users are deemed to have consented to **reasonable monitoring of network usage** for security, productivity, and policy enforcement.
- **Care of Government ICT Property:** All government ICT equipment must be used with due care. Damage due to negligence shall be subject to **accountability rules.**

V. MONITORING AND ENFORCEMENT

- The **ICT Office** is authorized to monitor usage, regulate bandwidth, block prohibited applications and websites, and restrict access when necessary.



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- Violations by personnel shall be referred to the **Human Resource Management Section (HRMS)** for appropriate administrative action.
- Violations by visitors or transacting school personnel shall result in **immediate disconnection and possible denial of future access**.

VI. LEGAL AND POLICY BASES

This memorandum is anchored on:

1. Republic Act No. 10173 (Data Privacy Act of 2012)
2. DICT ICT and Cybersecurity Policies
3. DepEd Order No. 47, s. 2016 – Revised Guidelines on the Proper Use of the Internet and Social Media
4. DepEd Order No. 70, s. 2012 – Policy Guidelines on the Use of the Department's Official Website and Social Media Accounts
5. CSC Memorandum Circular No. 19, s. 1999 – Proper Use of Official Time
6. CSC Resolution No. 06-1072 – Rules on Attendance and Accountability of Government Personnel
7. Republic Act No. 6713 – Code of Conduct and Ethical Standards for Public Officials and Employees
8. DICT Policies on ICT Resource Management and Network Security

VII. EFFECTIVITY

This memorandum shall take effect **immediately upon issuance**.

For strict compliance.

MARIA-MAGNOLIA F. BRIOSO

MARIA-MAGNOLIA F. BRIOSO
OIC-Schools Division Superintendent

[Signature]



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