



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

DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS SECTION

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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.

MARL

MARIA-MAGNOLIA F. BRIOSO
OIC-Schools Division Superintendent

[Signature]



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