



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

October 16, 2026

OFFICE MEMORANDUM

ORD-2026- **542**

INVENTORY OF INFORMATION SYSTEMS AND DIGITAL TOOLS

To: Assistant Regional Director
Functional Division Chiefs
Heads of Sections and Units
All Others Concerned

1. In line with **Republic Act No. 12254**, otherwise known as the **E-Governance Act**, and its 2026 Implementing Rules and Regulations (IRR), and **Republic Act No. 10173**, or the **Data Privacy Act of 2012**, this Office will conduct an inventory of all information systems, management information systems (MIS), and digital tools, including shared Google Sheets, Google Forms, and Drive folders, used by the functional divisions, sections, and units of the Regional Office.
2. The IRR requires Covered Entities to ensure the security, integrity, and lawful processing of information in their information systems (Section 25), to review their existing systems and programs for compliance (Section 27), and to conduct an annual inventory of all data under their custody and determine the potential harm of a breach (Section 34). The inventory will also support compliance with the Data Privacy Act, including Privacy Impact Assessments, and alignment with the Minimum Information Security Standards (MISS) and the Philippine Government Interoperability Framework (PGIF).
3. **All offices, divisions, sections, and units are directed to list every information system, MIS, and digital tool that they use, own, or manage**, whether nationally issued, locally developed, or created for the unit's own use, and whether currently active or no longer in use but still holding data. One (1) entry shall be submitted for each system or tool through this Google Form: bit.ly/depedro8-is-inventory. Entries shall be submitted on or before **November 15, 2026**.
4. Heads of offices, divisions, sections, and units shall ensure that the entries submitted by their respective units are complete and accurate.
5. Respondents shall not include actual personal data, passwords, or login credentials in the form. The information submitted shall be used only for compliance, risk assessment, and planning purposes, and shall be handled in accordance with the Data Privacy Act.
6. The Information and Communications Technology Unit shall consolidate and validate the responses, classify the systems and data identified, and provide appropriate technical assistance to concerned units.

7. Immediate dissemination of and compliance with this Memorandum are desired.

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Regional Director

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