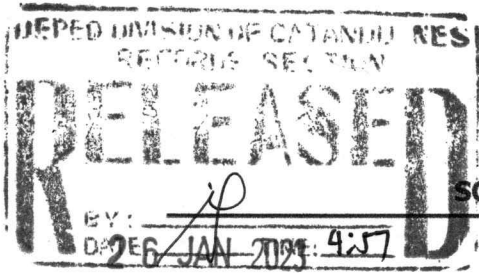




Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



January 25, 2023

DIVISION MEMORANDUM
OSDS-ICTU-DM- 047 s. 2023

**PROCEDURE FOR REQUESTS RELATED TO CLOSED-CIRCUIT
TELEVISION(CCTV) SYSTEMS AT SDO CATANDUANES**

TO : Assistant Schools Division Superintendent
SDO Chiefs, Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
School Heads
Teachers
All others concerned

1. In relation to the CCTV system that was installed within the division premises, such as points of entry and exit, offices/section/unit, and other conspicuous areas to ensure the security of government properties and protection of vitally important interests of individuals, the client will submit letter request to SDS stating purpose of review if they will request review or a copy of CCTV footage.
2. Further, the ICT Unit through the Division ITO and her staff is being designated as authorized personnel responsible for the following:
 - 1.1 Maintenance of the CCTV system;
 - 1.2 Post CCTV notice;
 - 1.3 Comply with the National Privacy Commission Advisory No. 2020-04 with the subject: Guidelines on the Use of CCTV Systems dated Nov. 16, 2020 and Data Privacy Act of 2012; and
 - 1.4 Receive and take action/s to the approved copy of request from the client.
3. For information, guidance, and compliance.

SUSAN S. COLLANO
Schools Division Superintendent



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