



MEMORANDUM

No. 16, Series of 2024

DATE : 11 September 2024
TO : Magsaysay College Community
RE : Confidentiality of Information and Social Media Etiquette

As social media remains an integral part of our personal and professional lives, it's crucial to address its responsible use. In light of recent discussions and to uphold the highest standards of professionalism, our school is currently working on establishing policies and guidelines regarding the responsible use of social media platforms. To comply with Philippine laws and regulations, including the Cybercrime Prevention Act of 2012, the Data Privacy Act of 2012, the Anti-Bullying Act of 2013 (RA 10627), the Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713), and other relevant laws, we would like to remind everyone of the key guidelines for social media usage.

- 1. Professional Conduct** – When engaging in social media activities, remember that your posts can reflect on our institution. It is crucial to maintain a professional demeanor and avoid sharing of content that could be deemed inappropriate or offensive and suggestive. Your behavior online should align with the values and standards of our school.
- 2. Confidentiality** – Do not share any sensitive or confidential information about students, colleagues, or institutional matters. This includes academic performance, personal data, and internal discussions. Protecting privacy is paramount, and breaches of confidentiality can have serious consequences.

Avoid publishing posts that could hint at or reveal about students' performance, criticism against the school, students, co-employee, school decisions, and communications that are circulated internally and were intended for use within the organization.

Confidential Information (including text messages, emails, and internet postings). If disclosed to third parties or unauthorized persons, this information may embarrass or discredit the College.

- 3. Accuracy and Integrity** – Ensure that any information you share or discuss is accurate and truthful. Misinformation can lead to misunderstandings and damage the reputation of our institution. If you are unsure about the accuracy of information, please verify it through reliable sources before posting.
- 4. Respectful Interaction** – Engage with others respectfully and constructively. Avoid engaging in arguments or posting content that could be perceived as derogatory. Promote a positive and respectful online environment.
- 5.** All school-related publications using social media should undergo the publication process managed by the school's Communications and Public Relations Office (CPRO).

We appreciate your attention to this important matter and encourage you to use social media in a way that enhances our institution's reputation and supports our commitment to excellence and integrity.

If you have any questions or require further guidance on social media practices, please do not hesitate to reach out to the Office of the President.

Thank you for your cooperation.

(Sgd)

Ricky S Tadlip, PhD
College President