



30 January 2023

MEMORANDUM NO. 232
Series of 2023

T O: Engr. Sean O. Villagonzalo

**R E: Designation as Head of Information and Communication Technology
Management Center**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of Information and Communication Technology Management Center effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. IT & MIS Office
 - a. Plan, design and supervise the installation and maintenance of hardware and software needed for the management information system.
 - b. Develop and analyze systems used for the gathering, storage and retrieval of information from the different facets of the university's programs.
 - c. Develop strategies used in the implementation of software and hardware systems in the organization.
 - d. Closely monitor the function and maintenance of the computer systems and make sure that all the departments are functioning properly
 - e. Collect necessary specifications for each department and make sure that their requirements are met.
 - f. Develop and manage staff to monitor technology staff and oversee policies and procedures of the University.
 - g. Supervise the purchase of software and hardware systems and plan proper budget and quotations for the systems.
 - h. Provide training and necessary assistance for the employees involved in implementation and maintenance of the software systems.
 - i. Train employees in using information systems and help them understand the configuration of the systems
2. Data Privacy Office
 - a. Monitor the PIC's or PIP's compliance with the DPA, its IRR, issuances by the NPC and other applicable laws and policies. You may:
 - i. collect information to identify the processing operations, activities, measures, projects, programs, or systems of the (Personal Information Controller) PIC or Personal Information Processor (PIP), and maintain a record thereof;

- ii. analyse and check the compliance of processing activities, including the issuance of security clearances to and compliance by third-party service providers;
 - iii. inform, advise, and issue recommendations to the PIC or PIP;
 - iv. ascertain renewal of accreditations or certifications necessary to maintain the required standards in personal data processing; and
 - v. advice the PIC or PIP as regards to the necessity of executing a Data Sharing Agreement with third parties, and ensure its compliance with the law;
- b. Ensure the conduct of Privacy Impact Assessments relative to activities, measures, projects, programs, or systems of the PIC or PIP;
 - c. Advise the PIC or PIP regarding complaints and/or the exercise by data subjects of their rights (e.g., requests for information, clarifications, rectification or deletion of personal data);
 - d. Ensure proper data breach and security incident management by the PIC or PIP, including the latter's preparation and submission to the NPC of reports and other documentation concerning security incidents or data breaches within the prescribed period;
 - e. Inform and cultivate awareness on privacy and data protection within your organization, including all relevant laws, rules and regulations and issuances of the NPC;
 - f. Advocate for the development, review and/or revision of policies, guidelines, projects and/or programs of the PIC or PIP relating to privacy and data protection, by adopting a privacy by design approach;
 - g. Serve as the contact person of the PIC or PIP vis-à-vis data subjects, the NPC and other authorities in all matters concerning data privacy or security issues or concerns and the PIC or PIP;
 - h. Cooperate, coordinate and seek advice of the NPC regarding matters concerning data privacy and security; and
 - i. Perform other duties and tasks that may be assigned by the PIC or PIP that will further the interest of data privacy and security and upholds the rights of the data subjects.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.



EDGARDO E. TULIN
President

cc:	OVPAA	OVPSAS	ODHRM/RSPPRO	Accounting	Registrar	Records
	OVPAF	OVPPRGAS	ODF/Budget	Cash	Deans	File
	OVPREI	OUS	OHIA	COA	Directors	