



30 January 2023

MEMORANDUM NO. 249
Series of 2023

T O: Atty. Rysan C. Guinocor

R E: Designation as Data Protection Officer (DPO) of the Visayas State University

You are hereby designated as Data Protection Officer of the Visayas State University effective immediately unless revoked or terminated by higher authorities, in compliance with RA No. 10173 otherwise known as the Data Privacy Act of 2012, with the following duties and responsibilities:

- A. Monitor the PIC's or PIP's compliance with the DPA, its IRR, issuances by the NPC and other applicable laws and policies. For this purpose, you may:
 1. collect information to identify the processing operations, activities, measures, projects, programs, or systems of the PIC or PIP, and maintain a record thereof;
 2. analyze and check the compliance of processing activities, including the issuance of security clearances to and compliance by third-party service providers;
 3. inform, advise, and issue recommendations to the PIC or PIP;
 4. ascertain renewal of accreditations or certifications necessary to maintain the required standards in personal data processing; and
 5. advice the PIP or PIP as regards 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 the organization of the PIC or PIP, 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 uphold the rights of the data subjects.

Likewise, you are also to:

- 1. Ensure that controllers and data subjects are informed of their rights and obligations;
- 2. Ensure in an independent manner the internal application of the Regulation;
- 3. Carry out inquiries where necessary;
- 4. Keep a register of the processing operations carried out by the controller;
- 5. Notify the NPC of processing operations which may present specific risks;
- 6. Responding to requests from NPC and cooperating with NPC

You may download pertinent information about RA No. 10173 or the Data Privacy Act of 2012 on the internet for your perusal.

Please be guided accordingly.



EDGARDO E. TULIN
President

cc: OVPAF
ODHRM/RSPPRO
Records
File