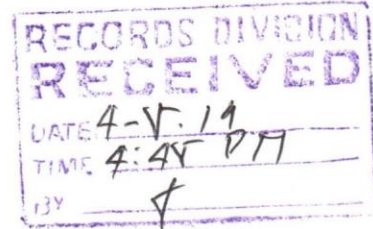




1 April 2019

**MEMORANDUM NO.** 182

Series of 2019



**T O:** Dean, VSU Alangalang Campus  
Dean, VSU Isabel Campus  
Dean, VSU Tolosa Campus  
Dean, Villaba Campus

**R E:** Data Protection Officers (DPO) for External Campuses

In compliance to RA No. 10173 otherwise known as the Data Privacy Act of 2012, this office requests your nomination of personnel to serve as Data Protection Officer (DPO) in your campus with the following duties and responsibilities:

- A. Monitor the Personal Information Controller (PICs) or Personal Information Processor (PIPs) compliance with the Data Privacy Act (DPA), its IRR, issuances by the National Privacy Commission (NPC) and other applicable laws and policies;
- 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;

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**Mission:** Development of highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



- 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.

The DPO should be an organic employee of the university and possesses a grasp of the Data Privacy Act of 2012. You may download pertinent information about RA No 10173 on the internet for your perusal. Orientation of your designated personnel will also be conducted.

Please submit your nomination on or before April 15, 2019.

Please be guided accordingly.

  
EDGARDO E. TULIN  
\* President



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