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STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**



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**Memorandum No. 996**

Series of 2024

TO: **Atty. Rysan C. Guinocor**

RE: **Designation as Head, Data Privacy and FOI Services**

FROM: **DR. PROSE IVY G. YEPES**  
University President

DATE: **December 27, 2024**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Head, Data Privacy and FOI Services** effective **January 2, 2025 until December 31, 2025** or unless sooner revoked or terminated by higher authorities. You are tasked to do the following:

1. Formulate, implement, and monitor data privacy and Freedom of Information (FOI) policies in compliance with the Data Privacy Act of 2012, FOI guidelines, and other relevant laws and regulations.
2. Ensure the secure handling, storage, and processing of personal and sensitive data within the university to prevent unauthorized access, breaches, and misuse.
3. Manage and oversee the processing of FOI requests to ensure timely and accurate responses.
4. Conduct awareness campaigns, orientations, and capacity-building activities for university employees, students, and stakeholders on data privacy and FOI policies.
5. Perform privacy impact assessments and recommend measures to mitigate risks associated with the collection, processing, and storage of data.
6. Lead the investigation and resolution of data privacy breaches and FOI-related concerns, including the preparation of reports and coordination with relevant authorities.
7. Act as the point of contact between the university and other regulatory agencies for compliance reporting and consultations.
8. Maintain comprehensive records of FOI requests, privacy impact assessments, and other relevant documentation, and submit regular reports to the university management and regulatory bodies.
9. Regularly review and update data privacy and FOI policies and practices to align with

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evolving legal frameworks and technological advancements.  
10. Perform other tasks as assigned by the University President

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

For your information, proper guidance, and usual support.

cc:      Unit Heads  
         Office Directors  
         College Deans  
         Chancellors  
         Vice President



**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.