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**Memorandum Circular No. 212**  
**Series of 2024**

**TO: All Concerned Offices/Personnel**

**RE: Submission of Privacy Impact Assessment (PIA)**

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

**DATE: September 17, 2024**

In compliance with the Data Privacy Act of 2012 (RA 10173) and in support of our commitment to data protection and privacy, the Office of the Data Protection Officer (ODPO) conducted an orientation and reorientation seminar on RA 10173 and a workshop on the Privacy Impact Assessment (PIA) on July 29, 2024. During the said workshop, the deadline of submission isfor the PIA was set on **September 30, 2024**.

In this regard, all offices engaged in the processing of personal data are hereby directed to prioritize the completion and submission of their respective PIAs by the said deadline. The PIA is a crucial tool in identifying and managing risks related to the handling of personal data and ensuring compliance with the law.

Please coordinate with the ODPO for any clarifications or assistance required in completing the PIA. Failure to submit within the given deadline may result in non-compliance with the Data Privacy Act and will be subject to further review and appropriate action.

For your information and usual support.

cc: Data Protection Officer

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