Department of Agriculture
BUREAU OF PLANT INDUSTRY
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July 6, 2023

MEMORANDUM ORDER
No. 217
series of 2023

SUBJECT: DESIGNATION OF DATA PROTECTION OFFICER (DPO) AND ALTERNATE TO THE NATIONAL PRIVACY COMMISSION

In the exigency of the service and per Implementing Rules and Regulations (IRR) of the Data Privacy Act (DPA) of 2012 (RA 10173), the herein officials are hereby designated as Data Protection Officers (DPO) to the National Privacy Commission (NPC).

Ms. Paula R. Del Rosario - Primary Data Protection Officer
OIC, Information & Computer Section

Jose Diego E. Roxas - Alternate Data Protection Officer
Agriculturist II

As Data Protection Officers of BPI, they shall perform the following functions:

a. Monitor the BPI's compliance with the DPA, its IRR, issuances by the (NPC), and other applicable laws and policies and submit reports to the Data Privacy Officer (DPO). For this purpose, he or she may:

    1. Collect information to identify the processing operations, activities, measures, projects, programs, or systems of the Bureau, and maintain records thereof;
    2. Analyze and check the compliance of processing activities, including the issuance of security clearances to and compliance of third-party service providers;
    3. Inform, advise, and issue recommendations to the Personal Information Controller (PIC) and Personal Information Processor (PIP);
    4. Ascertain renewal of accreditations or certifications necessary to maintain the required standards in personal data processing; and
    5. Advise the PIC and PIP as regards the necessity of executing a Data Sharing Agreement with third parties, and ensuring its compliance with the law;

b. Ensure the conduct of Privacy Impact Assessments relative to activities, measures, projects, programs, or systems of the office;

c. Advice the PIC and 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 and 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 of privacy and data protection within the Bureau, 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 office relating to privacy and data protection, by adopting a privacy by design approach;

g. Serve as the contact person of the office 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 DPO that will further the interest of data privacy and security and uphold the rights of the data subjects.

In view thereof, they are directed to perform all the duties and responsibilities inherent to their designation in addition to their present workload.

This Order shall take effect immediately and shall supersede all other Orders inconsistent herewith.

GERALD GLENN F. PANGNIBAN, Ph.D.
Director

cc: Compliance and Monitoring Division
National Privacy Commission