Except for items one (1) to three (3), a COP shall perform all other functions of a DPO. Where appropriate, he or she shall also assist the supervising DPO in the performance of the latter's functions.

SECTION III. DUTIES AND FUNCTIONS OF PIP

1. Effectively communicate to its personnel, the designation of the DPO or COP and his or her functions;
2. Allow the DPO or COP to be involved from the earliest stage possible in all issues relating to privacy and data protection;
3. Provide sufficient time and resources (financial, infrastructure, equipment, training and staff) necessary for the DPO or COP to keep himself or herself updated with the developments in data privacy and security and to carry out his or her tasks effectively and efficiently;
4. Grant the DPO or COP appropriate access to the personal data it is processing, including the processing systems;
5. Where applicable, invite the DPO or COP to participate in meetings of senior and middle management to represent the interest of privacy and data protection;
6. Promptly consult the DPO or COP in the event of a personal data breach or security incident; and
7. Ensure that the DPO or COP is made a part of all relevant working groups that deal with personal data processing activities conducted inside the organization, or with other organizations.

SECTION IV. EFFECTIVITY. This Executive Order shall take effect immediately.

Done in the Provincial Capitol, Province of Occidental Mindoro, this 30th day of September in the year of our Lord, Two Thousand Nineteen.

EDUARDO B. GADIANO
Governor

PGO-GB02019
25/09/2019 2:40 PM

SECTION I. COMPOSITION

Data Protection Officer (DPO)	:	**Ryan G. Sioson**
Compliance Officer for Privacy (COP)	:	**Ryan G. Sioson**
Personal Information Processor (PIP)	:	**Dominic M. Reguinding**

SECTION II. DUTIES AND FUNCTIONS OF DPO AND COP

1. 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, he or she may:
    a. Collect information to identify the processing operations, activities, measures, projects, programs, or systems of the PIC or PIP, and maintain a record thereof;
    b. Analyze and check the compliance of processing activities, including the issuance of security clearances to and compliance by third-party service providers;
    c. Inform, advise, and issue recommendations to the PIC or PIP;
    d. Ascertain renewal of accreditations or certifications necessary to maintain the required standards in personal data processing; and
    e. Advise the PIC or PIP as regards the necessity of executing a Data Sharing Agreement with third parties, and ensure its compliance with the law;
2. Ensure the conduct of Privacy Impact Assessments relative to activities, measures, projects, programs, or systems of the PIC or PIP;
3. Advise the PIC or PIP regarding complaints and/or the exercise by the data subjects of their rights (e.g. requests for information, clarifications, rectification, or deletion of personal data);
4. 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;
5. 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;
6. 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;
7. Serve as the contact person of the PIC or PIP or PIP vis-à-vis data subjects, the NPC and other authorities in all matters concerning data privacy or security issues or concerns of the PIC or PIP;
8. Cooperate, coordinate, and seek advice of the NPC regarding matters concerning data privacy and security;
9. 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.

EXECUTIVE ORDER NO. 39
Series of 2019

AN ORDER DESIGNATING DATA PROTECTION OFFICER (DPO), COMPLIANCE OFFICER FOR PRIVACY (COP) AND PERSONAL INFORMATION PROCESSOR (PIP) FOR THE PROVINCE OF OCCIDENTAL MINDORO

WHEREAS, Republic Act No. 10173 or the Data Privacy Act of 2012 (hereinafter, "DPA") mandates to protect the individual personal information in information and communications systems in the government and the private sector;

WHEREAS, Section 2 of the said Republic Act protects the fundamental human right of privacy of communication while ensuring free flow of information to promote innovation and growth. The state also recognizes its inherent obligation to ensure that personal information in information and communications systems in the government and in the private sector are secured and protected;

WHEREAS, Section 21 (b) of the DPA and Section 50 (b) of its Implementing Rules and Regulations (IRR) provide that Personal Information Controllers (PICs) shall designate an individual or individuals who are accountable for the organization's compliance with this Act. Likewise, Section 14 of the DPA and Section 45 of the IRR require personal information processors (PIPs) to comply with all the requirements of the Act and other applicable laws, including issuances by the NPC;

WHEREAS, pursuant to Section 26 (a) of the IRR, any natural or juridical person or other body involved in the processing of personal data shall designate an individual or individuals who shall function as Data Protection Officer (DPO), Compliance Officer, or shall otherwise be accountable for ensuring compliance with applicable laws and regulations for the protection of data privacy and security;

WHEREAS, designating DPO, COP, and PIP are required for any institution (public and private) processing, holding and sharing personal information for the purpose of effective local governance and efficient delivery of social services and development to all our constituents together with our partner agencies;

NOW, THEREFORE, I, EDUARDO B. GADIANO, Local Chief Executive of the Province of Occidental Mindoro, by virtue of the powers vested in me by law, do hereby order the designation of the following officers in accordance with Data Privacy Act:

PGO-GEO2019
25/09/2019 12:27
PM