



Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**



2024-06-06-0798

Office of the Schools Division  
 Superintendent

May 17, 2024

Division Memorandum No.  
 OSDS-2024-416

**MEMORANDUM TO** : **BOB DYLAN S. MILABAT, ECE**  
 IT Officer III  
 This Division

1. In the exigency of the service, you are hereby informed of your designation as **Data Protection Officer**, this Division, effective April 2024.
2. As such, you are tasked to oversee the general implementation of Republic Act No. 10173 or the Data Privacy Act of 2012, its implementing Rules and Regulations and other relevant National Privacy Commission issuances in the Department.

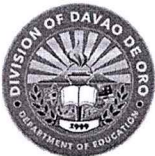
You shall, among others:

A. Monitor the PIC's or PIP's compliance with the DPA, its IRR, issuances by the NPC and other applicable laws and policies. You may:

1. Collect information to identify the processing operations, activities, measures, projects, programs, or systems of the PIC or PIP, and maintain a record thereof;
2. Analyze and check the compliance of processing activities, including the issuance of security clearances to and compliance by third-party service providers;
3. Inform, advise, and issue recommendations to the PIC or PIP;
4. Ascertain renewal of accreditations or certifications necessary to maintain the required standards in personal data processing; and
5. 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;

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);



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- 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 your organization, 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-a-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 PIC or PIP that will further the interest of data privacy and security and uphold the rights of the data subjects.
3. The above functions shall be in addition to the existing duties and responsibilities and shall not carry with it any additional compensation. You are however, entitled to claim transportation and allowable traveling expenses incurred in the performance of your functions, subject to the usual accounting and auditing rules and regulations.
4. All previous issuances which are inconsistent with this memo are repealed, modified, or amended accordingly.
5. For information and guidance.

**CRISTY C. EPE, CESO V**  
Schools Division Superintendent



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