



Tanggapan ng Punonglungsod

REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



EXECUTIVE ORDER No. 28
Series of 2022-B

**PROVIDING FOR THE AMENDMENTS TO EXECUTIVE ORDER NO. 44,
SERIES OF 2020, WHICH AMENDED EXECUTIVE ORDER NO. 14, SERIES OF 2019, ON
THE APPOINTMENT OF THE DATA PROTECTION OFFICER OF
THE CITY GOVERNMENT OF MUNTINLUPA, AND THE FUNCTIONS THEREOF,
AND THE CREATION OF THE DATA PRIVACY COMMITTEE OF
THE CITY OF GOVERNMENT OF MUNTINLUPA, ITS COMPOSITION AND FUNCTIONS**

WHEREAS, Section 2 of Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012 provides that *"(i)t is the policy of the State to protect the fundamental human right of privacy, of communication, while ensuring free flow of information to promote innovation and growth. The State recognizes the vital role of information and communications technology in nation-building and 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, National Privacy Commission (NPC) Advisory No. 2017-01, issued on 14 March 2017, provides that *"(e)ach local government unit shall designate a Data Protection Officer (DPO)." Moreover, such officer "(m)ay be a career or appointive position;"*

WHEREAS, the City Government of Muntinlupa recognizes the immense weight of the functions of the Data Protection Officer (DPO), and deems it prudent to create a Data Privacy Committee (DPC) to assist and support the former in the discharge of its functions and to facilitate the implementation of the Data Privacy Management therein;

WHEREAS, changes in the composition are necessary and such shall be subject of amendments to Executive Order No. 44, Series of 2020, which amended Executive Order No. 14, Series of 2019, which appointed the Data Protection Officer and created the Data Privacy Committee of the City of Muntinlupa;

NOW, THEREFORE, I, Rozzano Rufino B. Biazon, City Mayor of Muntinlupa, by virtue of the powers vested in me by law, do hereby order and decree that:

Section 1. Appointment of the Data Protection Officer.

Atty. Nemei S. Santiago, Attorney IV, is hereby appointed as the Data Protection Officer (DPO, *for brevity*) of the City Government of Muntinlupa (CGM, *for brevity*).



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

Section 2. Functions of the DPO.

The DPO shall perform the following functions, namely:

- a. Monitor the compliance of the CGM with the Data Privacy Act (DPA, *for brevity*), including its Implementing Rules and Regulations (IRR, *for brevity*), issuances by the National Privacy Commission (NPC, *for brevity*), and other applicable laws and policies. Towards this end, the DPO shall:
 - i. Collect information to identify the processing operations, activities, measures, projects, programs, or systems of the CGM, and maintain a record thereof;
 - ii. Analyze and check the compliance of processing activities, including the issuance of security clearances to and compliance by third-party service providers;
 - iii. Inform, advise, and issue recommendations to the City Mayor;
 - iv. Ascertain renewal of accreditations or certifications necessary to maintain the required standards in personal data processing; and
 - v. Advise the City Mayor as regards the necessity of executing a Data Sharing Agreement (DSA, *for brevity*) 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 CGM;
- c. Advise the City Mayor regarding complaints and/or the exercise by data subjects of their rights (for instance, requests for information, clarifications, rectification, or deletion of personal data);
- d. Ensure proper data breach and security incident management by the CGM, 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 the organization of the CGM, 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 CGM relating to privacy and data protection, by adopting a privacy by design approach;
- g. Serve as the contact person of the CGM vis-à-vis data subjects, the NPC, and other authorities in all matters concerning data privacy or security issues or concerns and the CGM;
- h. Cooperate, coordinate, and seek advice of the NPC regarding matters concerning data privacy and security; and



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

- i. Perform other duties and tasks that may be assigned by the City Mayor that will further the interest of data privacy and security and uphold the rights of the data subjects.

Section 3. Re-creation and Re-composition of the Data Privacy Committee.

The Data Privacy Committee (DPC, *for brevity*) is hereby re-created, and it shall be re-composed of the following individuals, namely:

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| a. | Roger John P. Smith,
Office of the City Administrator | Member; |
| b. | Atty. Karen B. Baldonasa,
City Legal Office | Member; |
| c. | EnP. Alvin F. Veron,
City Planning and Development Office | Member; |
| d. | Nancy B. Torero,
Management Information Systems | Member; |
| e. | Atty. Celyn Ann Mae S. Palacol,
City Human Resources Management Department | Member. |

Membership in the DPC is a function of the office the individual occupies. In the event of his or her resignation, removal, termination, severe illness, grave incapacity, death or any other similarly-situated circumstance, the successor shall assume membership in the DPC without the need for the issuance of another order or instrument, unless the City Mayor so provides.

Section 4. Functions of the DPC.

The DPC shall perform the following functions, namely:

- a. Appoint the Compliance Officer for Privacy (COP, *for brevity*), who shall overlook and monitor compliance of the department or office wherein assigned, and whose appointment shall form the support system for the effective discharge of the functions of the DPO. For this purpose, the COPs shall directly report to the DPO and shall provide the DPC with the requisite reports;
- b. Communicate effectively to the personnel of the CGM the designation of the DPO and COPs;
- c. Designate the DPO or the COPs to be involved from the earliest stage possible in all issues relating to privacy and data protection;
- d. Provide sufficient time and resources, including, but not limited to, financial, infrastructure, equipment, training, and provision of staff members, necessary for the



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

- DPO and COP to keep themselves updated with the developments in data privacy and security, and to carry out his or her tasks effectively and efficiently;
- Grant the DPO and COPs appropriate access to the personal data it is processing, including the processing systems;
 - Invite, whenever applicable, the DPO or the COPs to participate in meetings of senior and middle management to represent the interest of privacy and data protection;
 - Consult promptly the DPO and COPs in the event of a personal data breach or security incident;
 - 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; and
 - Recommend to the City Mayor such courses of action that may contribute to the accomplishment of the foregoing.

Section 5. Secretariat.

The Secretariat of the DPO and the DPC shall be composed of the following individuals, namely:

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|----|---|---------|
| a. | Joshua R. Apolinar,
Management Information Systems Office | Head; |
| b. | Joel A. Gaviola,
Office of the City Mayor | Member; |
| c. | Jia Claire Z. Matnog,
Management Information Systems Office | Member; |
| d. | Joel M. de Mesa,
City Human Resources Management Department; | Member; |
| e. | Elijah Rose V. Villareal,
City Human Resources Management Department | Member; |
| f. | Pamela Gianne A. De Guia
City Planning and Development Office | Member. |

The DPO may appoint one or two members of the City Cooperative Development Office (CCDO) to assist in the work of the Secretariat.

Section 6. Technical Working Group

The Technical Working Group (TWG, for brevity) of the DPC is hereby established, and it shall be composed of the Development Clusters of the City Government, namely:



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

- a. Social Development Cluster
 - i. Education Subcluster
 - ii. Health Subcluster
 - iii. Protective Services Subcluster
 - iv. Social Welfare Subcluster
 - v. Housing Subcluster;
- b. Economic Development Cluster;
- c. Infrastructure Development Cluster;
- d. Environmental Management Cluster;
- e. Institutional Development Cluster; and
- f. Mainstreamed Offices.

The Heads of the Development Clusters shall *de facto* also act as the member of the TWG. Each may be called upon by the DPO to assist in the performance of the functions of the DPC, especially in the involvement of personnel in the enforcement of the Data Privacy Law.

Section 7. Meeting and Allowance.

The DPO and each member of the DPC shall receive the amount of Two Thousand (Php 2,000.00) Pesos per month. The members of the Secretariat, on the other hand, shall receive the amount of One Thousand (Php 1,000.00) Pesos per month. The DPC's regular meeting shall be conducted once every month, or as the need arises, subject, to the usual procedure of issuance of notice of meeting; logistical preparation; taking down, recording and dissemination of minutes of meeting; preparation, sending out and receipt of correspondence; among others.

Section 8. Repealing Clause.

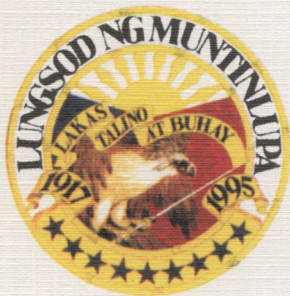
All other orders inconsistent with any provision found herein shall be deemed repealed, revoked or amended accordingly.

Section 9. Separability Clause.

In the event that any provision found herein is judicially decided illegal or administratively declared infirm, untouched provisions shall remain in full force and effect.

Section 10. Effectivity Clause.

This Executive Order shall take effect immediately upon signing, and it shall remain in full force and effect until repealed, revoked, or amended accordingly.

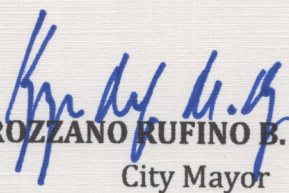


REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

DONE AND EXECUTED on this second day of August 2022 in the City of Muntinlupa.


ROZZANO RUFINO B. BIAZON
City Mayor 