



MUNICIPALITY OF ASINGAN

OFFICE OF THE MUNICIPAL MAYOR



AWARDEE: 2016 2017 2019 2022

2/F Municipal Hall, Poblacion, Asingan, Pangasinan 2439 | Tel. (075) 632-8612
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EXECUTIVE ORDER NO. 049, S-2022

REORGANIZING THE DATA PRIVACY COMMITTEE (DPC) OF THE MUNICIPALITY OF ASINGAN, PANGASINAN, DESIGNATING THE DATA PRIVACY OFFICER, AND FOR OTHER PURPOSE

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 rights 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 the private sector are secured and protected;

WHEREAS, the National Privacy Commission (NPC) Advisory No. 2017-01 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, there is a need in the Municipality of Asingan to 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;

NOW, THEREFORE, I, Engr. CARLOS F. LOPEZ, JR., Municipal Mayor of Asingan, Pangasinan, premises considered, by virtue of the powers vested in me and by expressed authority provided for by law to the Local Chief Executive, do hereby order the Reorganization of the Data Privacy Committee (DPC) and Designating the Data Privacy Officer of the Municipality of Asingan, Pangasinan.

SECTION 1. THE COMPOSITION OF THE COMMITTEE. The re-organized DPC of Asingan is hereby created composed of the following:

Focal Person:	Engr. EMETERIO E. LAROYA – MPDC
Members:	Hon. MELCHOR J. CARDINEZ, SR. – Sanggunian on Rules, Privilege, Ordinances, Human Rights, and Legal Matters
	PORFERIO R. TENDERO – Sr. Admin. Asst. V/GSO Designate
	DIOSDADO C. BALANGA –Secretary to the Sanggunian
	MYRNA LUISA M. ALIPIO – Administrative Officer IV (HRMO II)
	KIMA N. SIROT – Librarian I

SECTION 2. DUTIES AND FUNCTIONS. The BAC shall have the following duties and functions:

- Monitor the compliance of departments/offices with the Data Privacy Act including its Implementing Rules and Regulations (IRR), issuances by the National Privacy Commission (NPC), and other applicable laws, rules, and regulations relating to privacy and date protection;
- Provide sufficient time and resources: financial, infrastructure, equipment, training, and provision of staff members necessary to keep the DPO updated with the developments in data privacy and security, and to carry out tasks effectively and efficiently;
- Grant the DPO appropriate access to the personal data it is processing, including the processing systems;



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- Ensure that the DPO is made part of all relevant working groups that deal with personal data processing activities conducted inside the agency, or with other agencies; and
- Recommend to the LCE such courses of action that may contribute to the accomplishment of the foregoing.

SECTION 3. DESIGNATION OF DPO. Hereby designating Engr. EMETERIO E. LAROYA, Municipal Planning and Development Coordinator, as the Data Privacy Officer of LGU Asingan.

SECTION 4. FUNCTIONS OF THE DPO. The DPO shall perform the following functions:

- Monitor the compliance of the municipality with the Data Privacy Act including its Implementing Rules and Regulations (IRR), issuances by the National Privacy Commission (NPC), and other applicable laws, rules, and regulations relating to privacy and data protection. Towards this end, the DPO shall:
 - Collect information to identify the processing operations, activities, measures, projects, programs, or systems of the agency, and maintain records thereof;
 - Analyze and check the compliance of processing activities, including the issuances of security clearances to and compliance by third-party service providers;
 - Inform, advise, and issue recommendations to the Local Chief Executive;
 - Ascertain renewal accreditations or certifications necessary to maintain the required standards in personal data processing; and
 - Advise the Local Chief Executive as regards the necessity of executing Data Sharing Agreement (DSA) with third parties, and ensure its compliance with the law
- Ensure the conduct of Privacy Impact Assessments relative to activities, measures, projects, programs, and systems of the agency;
- Advise the LCE regarding complaints and/or the exercise by data subjects of their rights (for instance, requests for information, clarifications, rectifications, or deletion of personal data);
- Ensure proper data breach and security incident management by the agency, including the preparation and submission to the NPC of reports and other documentation concerning security incidents or data breaches within the prescribed period;
- Inform and cultivate awareness on privacy and data protection within the agency, including all relevant laws, rules and regulations and issuances of the NPC;
- Advocate for the development, review and/or revision of policies, guidelines, projects and/or programs of the agency relating to privacy and data protection, by adopting a privacy by design approach;
- Advocate for the development, review and/or revision of policies, guidelines, projects and/or programs of the agency relating to privacy and data protection, by adopting a privacy by design approach;
- Serve as the contact person of the agency vis-à-vis data subjects, the NPC and other authorities in all matters concerning data privacy or security issues or concerns and the agency
- Cooperate, coordinate and seek advice of the NPC regarding matters concerning data privacy and security; and
- 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.



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SECTION 5. SECRETARIAT. In order to assist it in the discharge of its functions, the secretariat of the DPC shall be the Office of the Municipal Planning and Development Coordinator. The Secretariat shall be responsible in the documentation of the proceedings, preparation of reports and other secretarial works required.

SECTION 6. MEETINGS. The DPO and the DPC shall meet regularly, at least once in every three (3) months, and may meet upon extraordinary circumstance, subject in both instances, to the usual procedure of issuance of notice of meeting, logistical, preparation; taking down, recording and dissemination of minutes of meetings; preparation, sending out, and receipt of correspondence; among others.

SECTION 7. REPEALING CLAUSE. All orders, rules, regulations, and other related issuances inconsistent with or contrary to this Order are hereby repealed, amended, or modified accordingly. All other provisions of existing issuances which are not affected by this Order shall remain valid and in effect.

SECTION 8. SEPARABILITY CLAUSE. In the event any provision in this Order shall be declared invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not be affected or impaired thereby.

SECTION 9. EFFECTIVITY. This Order shall take effect immediately.

Let copies hereof be furnished to all concerned for information, reference, and guidance

DONE this 3rd day of November 2022 in the Municipality of Asingan, Pangasinan.

Engr. CARLOS F. LOPEZ, JR.
Municipal Mayor