



Republic of the Philippines  
Province of Cavite  
City of Imus

**OFFICE OF THE CITY MAYOR**

**EXECUTIVE ORDER NO. 043**

*Series of 2024*

**AN ORDER DESIGNATING AND APPOINTING THE DATA PROTECTION OFFICER (DPO) OF THE CITY GOVERNMENT OF IMUS**

**WHEREAS**, Section 2 of Republic Act No. 10173 otherwise known as the Data Privacy Act of 2012 provides that, "It is the policy of the state to protect the fundamental human right of privacy and 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**, Section 26 (a) of the Implementing Rules and Regulations (IRR) of R.A. No. 10173 provides that any natural or juridical person or anybody involved in the processing of the 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**, National Privacy Commission (NPC) Advisory No. 2017-01, issued on 14 March 2017, mandates that each local government unit (LGU) shall designate a DPO;

**NOW, therefore, I, HON. ALEX L. ADVINCULA**, City Mayor of the City of Imus, by virtue of the powers vested in me by law, do hereby order the designate **ERVIN ACE H. NAVARETTE**, Officer-in-Charge of the City Information Office, as the Data Protection Officer (DPO) of the City Government of Imus.

**SECTION 1. Duties and Responsibilities of the DPO-** The DPO shall perform the following duties and responsibilities:

- a. Monitor the Personal Information Controller's (PIC) or Personal Information Processor's (PIP) compliance with the Data Privacy Act (DPA), its IRR, issuances by the NPC and other applicable laws and policies. For this purpose, he may:



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- i. Collect information to identify the processing operations, activities, measures, projects, programs, or systems of the PIC or PIP, 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 PIC or PIP;
  - iv. Ascertain renewal of accreditations or certifications necessary to maintain the required standards in personal data processing; and
  - v. 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);
  - 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 the organization of the PIC or PIP, including all relevant laws, rules and regulations and issuances of the NPC;
  - f. Serve as the contact person of the PIC or PIP 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;



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- g. Cooperate, coordinate and seek advice of the NPC regarding matters concerning data privacy and security; and
- h. 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.

**Section 2. Repealing Clause-** All executive issuances, orders, rules and regulations or parts thereof of inconsistent with the provision of the Executive Order are hereby repealed of modified accordingly.

**Section 3. Separability Clause-** Should any provision of this Executive Order be declared unconstitutional or invalid, the other section or provisions not affected thereby shall remain in full force and effect.

**Section 4. Effectivity-** This Executive Order shall take effect immediately and shall remain in full effect unless otherwise revoked.

**DONE** and **SIGNED** this 8<sup>th</sup> day of July 2024, City of Imus.

  
**ALEX L. ADVINCULA**  
City Mayor