



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman  
1100 Quezon City

**SPECIAL ORDER**

No. 711  
Series of 2020

**SUBJECT : DESIGNATION OF ATTY. MARIA GEMMA J. OQUENDO AS DATA PROTECTION OFFICER (DPO) OF THE DEPARTMENT OF AGRICULTURE**

In the exigency of the service and pursuant to Section 26(a) of the Implementing Rules and Regulations of Republic Act No. 10173 or the Data Privacy Act of 2012 (DPA), **ATTY. MARIA GEMMA J. OQUENDO**, Chief, Litigation and Adjudication Division, Legal Service, is hereby designated as **DATA PROTECTION OFFICER (DPO)** with oversight of the Chief of Staff, Office of the Secretary.

As such, she shall perform the functions inherent to the designation as follows: (Based on the National Privacy Commission (NPC) Advisory No. 2017-01-Designation of Data Protection Officers)

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

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- 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-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;
- 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.

She is entitled to travelling allowance, per diems and incidental expenses that may be incurred in the performance of her duties and responsibilities as designated, chargeable against OSEC funds and other available funds, subject to existing government accounting and auditing rules and procedures.

All officials and employees of the Department including its Bureaus, Attached Agencies and Corporations, and Regional Field Offices are hereby directed to give their full support and cooperation to Atty. Oquendo in the performance of her duties and responsibilities.

This order shall take effect immediately. All orders and memoranda inconsistent herewith are deemed revoked.

Done this 18th day of November 2020.

  
WILLIAM D. DAR, Ph.D.  
Secretary 

DEPARTMENT OF AGRICULTURE  
  
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