



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

No. 1080  
Series of 2023

**SUBJECT: DESIGNATION OF JOEVE S. CALLEJA, AS DATA PROTECTION OFFICER OF THE BUREAU OF AGRICULTURE AND FISHERIES STANDARDS**

In the exigency of service and in compliance with Republic Act No. 10173 or the Data Privacy Act of 2012, **MS. JOEVE S. CALLEJA**, Chief Science Research Specialist, is hereby designated as Data Protection Officer (DPO) of the Bureau of Agriculture and Fisheries Standards (BAFS).

As Data Protection Officer, she shall be responsible for the following:

a. Monitor the Personal Information Controller's (PIC's) or Personal Information Processor's (PIP's) compliance with the DPA, its IRR, issuances by the NPC and other applicable laws and policies. The DPO 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 provider;
3. inform, advice, 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. advice 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 system 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 personal data);

d. Ensure proper data breach and security incident management by the PIC or PIP, including the letter'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 or 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.

She is entitled to travelling allowance, per diem and incidental expenses that may be incurred in the performance of her duties and responsibilities as designated, chargeable against BAFS Regular Funds subject to the usual government accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in force unless revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 4th day of September 2023

  
**DOMINGO F. PANGANIBAN**  
Senior Undersecretary



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