

SPECIAL ORDER

No. 185
Series of 2024

SUBJECT: DESIGNATION OF MR. MARK F. MATUBANG, SUPERVISING SCIENCE RESEARCH SPECIALIST AS THE DATA PROTECTION OFFICER (DPO) OF THE DEPARTMENT OF AGRICULTURE - BUREAU OF AGRICULTURE AND FISHERIES STANDARDS (DA-BAFS)

In the exigency of service and in compliance with Republic Act No. 10173 or the Data Privacy Act of 2012, Mr. Mark F. Matubang, *Supervising Science Research Specialist* of the DA-BAFS Organic Agriculture Division (OAD), is hereby designated as DA-BAFS DPO.

As DPO, he shall be responsible for the following:

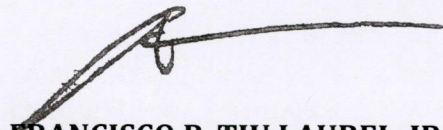
1. Monitor the Personal Information Controller's (PIC's) or Personal Information Processor's (PIP's) compliance with the DPA, its IRR, issuances by the NPC, and other applicable laws and policies;
2. Collect information to identify the processing, operations, activities, measures, projects, programs, or systems of the PIC or PIP, and maintain a record thereof;
3. Analyze and check the compliance of processing activities, including the issuance of security clearances and compliance by third-party service providers;
4. Inform, advise, and issue recommendations to the PIC or PIP;
5. Spearhead the application for renewal of accreditations or certifications necessary to maintain the required standards in personal data processing;
6. Advise the PIC or PIP as regards the necessity of executing a Data Sharing Agreement with third parties, and ensuring its compliance with the law;
7. Ensure the conduct of Privacy Impact Assessments relative to activities, measures, projects, programs, or systems of the PIC or PIP;
8. 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);
9. Act as lead in 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;
10. Inform and cultivate awareness of privacy and data protection within the DA-BAFS, including all relevant laws, rules and regulations, and issuances of the NPC;
11. Lead 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;

12. Act 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;
13. Coordinate and seek advice from the NPC regarding matters concerning data privacy and security; and
14. Perform other duties and tasks that may be assigned by the PIC or PIP that will further protect the interest of data privacy and security and uphold the rights of the data subjects.

He is entitled to travel allowance, per diem, incidental expenses that may be incurred in the performance of his duties and responsibilities as designated, and registration expenses related to compliance with the requirements of the national Privacy Commission (NPC), chargeable against DA-BAFS Regular Funds subject to the usual government accounting and auditing rules and regulations.

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

Done this 8th day of February 2024.


FRANCISCO P. TIUA LAUREL, JR.
Secretary



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