

Republic of the Philippines
Province of Bohol
MUNICIPALITY OF TRINIDAD

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 27
Series of 2023

"AN ORDER ORGANIZING THE COMPOSITION OF MUNICIPAL DATA PRIVACY COMMITTEE, DESIGNATING Dr. QUIRINO T. NUGAL, Ph.D. AS MUNICIPAL DATA PROTECTION OFFICER AND ITS FUNCTIONS THEREOF."

WHEREAS, Article II, Section 24 of the 1987 Philippine Constitution provides that the State recognizes the vital role of communication and information in nation-building. At the same time, Article II, Section 11 thereof emphasizes that the State values the dignity of every human person and guarantees full respect for human rights;

WHEREAS, Republic Act No. 10173 entitled "An Act Protecting Individual Personal Information in Information and Communication System in the Government and the Private Sector, Creating for this purpose a National Privacy Commission and for other Purposes, also known as Data Privacy Act of 2012 (DPA) was enacted;"

WHEREAS, the unnumbered Memorandum from the Department of Interior and Local Government (DILG) dated January 27, 2023, entitled "ENACTMENT OF AN ORDINANCE OPERATIONALIZING REPUBLIC ACT NO. 10173, OR THE DATA PRIVACY ACT OF 2012 IN LOCAL GOVERNMENT UNITS." The National Privacy Commission requested that all LGUs are encouraged to pass a local ordinance Operationalizing Republic Act No. 10173, or the Data Privacy Act of 2012;

WHEREAS, to abide by the provisions of the DPA for the processing of personal data of its constituents as a data subject, whereby the people's right to data privacy is respected and upheld, subject to limitations provided by law;

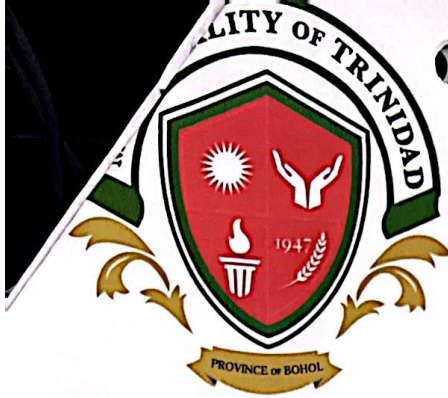
NOW, THEREFORE, I, Atty. ROBERTO C. CAJES, Ph.D., Municipal Mayor of the Municipality of Trinidad, Bohol by virtue of the powers vested in me by law do hereby order the following.

Section 1. Composition of the Municipal Data Privacy Committee. The Municipal Data Privacy Committee shall be composed of the following:

Chairperson : **Atty. ROBERTO C. CAJES, Ph.D.** - Municipal Mayor
Vice Chairperson : **Dr. QUIRINO T. NUGAL, Ph.D.** - HRMDO

Members:

Dr. Novariza A. Evangelista, M.D	- Rural Health Physician
Engr. Marvis G. Delloso	- MPDC
Atty. Rhoel Tumarao	- MLGOO
Ms. Vicky E. Cajes	- MSWDO
Ms. Avelina C. Lopicerros	- Municipal Agriculturist
Ms. Medina B. Macua	- MBO
Ms. Maria Evelyn E. Baradas	- Municipal Treasurer
Engr. Peolito G. Orioque	- Municipal Engineer
Mr. Reynante Magadia	- Municipal Assessor
Ms. Elenita L. Sawan	- GSO



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Ms. Judith Del Rosario-Cajes	- TMC Administrator Designate
Mr. Averil Brian S. Tinio	- Municipal Administrator Designate
Ms. Leonila Tubo	- Local Civil Registrar
Ms. Sheryl D. Celo	- Municipal Accountant
Mr. Diego V. Medina	- MDRMO
Mr. Marcelo Empleo	- BPLO
Mr. Leo G. Petarco	- MENRO Designate

Section 2. Functions and Duties of the Municipal Data Privacy Committee. The MDPC shall have the following duties and functions:

- Conduct consultation at the earliest stage possible on all relating to privacy and data protection of all personal data processing systems;
- Provide with resources necessary to keep themselves updated with development in data privacy and security;
- Grant appropriate information and access, where necessary, to the details of personal data processing activities of the departments and offices;
- Invite to participate in the appropriate meetings of any department and office to represent the interest of data privacy;
- Conduct consultation promptly in the event of a personal data breach or a security incident;
- Include all relevant working groups that deal with processing activities; and
- Prepare the Privacy Management Program and Privacy Manual.

Section 3. Functions of the Municipal Data Protector Officer.

- Create the necessary user accounts in the applicable NPC system/s for compliance with the requirements for registration and personal data breach notification and management;
- Ensure the data privacy awareness seminars and other necessary training for the personnel of LGU-Trinidad, Bohol;
- The contact details of the MDPO should be made available and easily accessible on the official website and social media pages/s;
- Ensure that all relevant records and other documentation on data privacy are maintained and kept up to date;

Section 4. Composition and Functions of Data Breach Response Team (DBRT).

Team Leader	: Dr. QUIRINO T. NUGAL, Ph.D.
Member	: Concern Department/s
	: IT Professional

Functions:

- Assess and evaluate all security incidents, including personal data breaches;
- Restore integrity to the affected information and communications system;
- Recommend measures for mitigation and remedies on any resulting damage to the LGU-Trinidad, Bohol, and the affected data subjects;

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- d. Comply with the mandatory notification and other reporting requirements indicated in the appropriate NPC issuances; and
- e. Coordinate with the Municipal Data Privacy Committee.

Section 5. Effectivity. This Executive Order shall take effect immediately.

Done this 4th day of May 2023, Municipality of Trinidad, Bohol, Philippines


Atty. **ROBERTO C. CAJES, PhD.**
Municipal Mayor

Copy furnished:

- *Sangguniang Bayan*
- *Municipal Human Resource Management and Development Office*
- *The DILG through the MGLOO*
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