



Office of the Mayor

EXECUTIVE ORDER NO. JS2026-03

AN ORDER DESIGNATING THE DATA PROTECTION OFFICER (DPO) OF THE MUNICIPAL GOVERNMENT OF MARILAO IN COMPLIANCE WITH THE REQUIREMENT OF RA 10173 OR DATA PRIVACY ACT OF 2012

WHEREAS, Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012, aims to protect the fundamental human right of privacy while ensuring the free flow of information to promote innovation and growth;

WHEREAS, Rule VI, Section 31 of the Implementing Rules and Regulations of RA 10173 requires the designation of at least one (1) Data Protection Officer and the establishment of policies and procedures for data protection;

WHEREAS, National Privacy Commission (NPC) Advisory No. 2017-01 provides for guidelines in the designation of a Data Protection Officer, including qualifications, roles, and responsibilities;

WHEREAS, local government units collect and process personal and sensitive personal information in the exercise of governmental functions such as taxation, civil registry, business permits, health services, social welfare services, human resource administration, and other frontline and back-office services;

WHEREAS, there is a need to designate a Data Privacy Officer to ensure compliance of the Municipal Government of Marilao with the Data Privacy Act, NPC issuances, and other relevant regulations, and to institutionalize mechanisms to safeguard personal data held by the LGU;

NOW THEREFORE, I, ATTY. JEMINA M. SY, by the virtue of powers vested in me by pertinent laws and rules, do hereby ORDER:

SECTION 1. DESIGNATION OF DATA PROTECTION OFFICER (DPO)

Atty. John Joseph S. Tolentino, Municipal Legal Officer, is hereby designated as **Data Protection Officer (DPO)** who shall be performing the following functions:

a. Monitor the PIC's or PIP's compliance with the DPA, its IRR, issuances by the NPC and other applicable laws and policies. For this purpose, he 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 to 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;





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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); and

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;

SECTION 2. The different offices are hereby enjoined to extend all possible assistance to ensure compliance with applicable laws and regulations for the protection of data privacy and security.

SECTION 3. This order shall take effect immediately.

Done this **21st day of January 2026** at the Municipality of Marilao, Province of Bulacan.

Jemina M. Sy
ATTY. JEMINA M. SY
bp Municipal Mayor *J*

