



REPUBLIC OF THE PHILIPPINES
PROVINCE OF PANGASINAN
MUNICIPALITY OF CALASIAO

EXECUTIVE ORDER NO. 45
Series of 2023

AN ORDER DESIGNATING DATA PROTECTION OFFICER (DPO) FOR THE PROPER USE AND PROTECTION OF THE SHARED DATA ON 4P's INFORMATION, IN COSONANCE WITH THE DATA PRIVACY ACT AND DSWD PRIVACY POLICIES AND GUIDELINES, FOR THE MUNICIPALITY OF CALASIAO PANGASINAN, DEFINING ITS RESPONSIBILITIES

WHEREAS, the Pantawid Pamilyang Pilipino Program (4 P's) of the Department of Social Welfare and Development (DSWD) is a conditional cash transfer which aims to eradicate inter-generation cycle of poverty by investing in health, nutrition and education of the family;

WHEREAS, the Local Government Unit (LGU) of Calasiao Pangasinan has Express in interest and willingness to strengthen its partnership with the DSWD for the implementation of the social protective programs and services for the beneficiaries of the 4P's in the Municipality;

WHEREAS, the leadership is aware of the benefits of which the implementation of the program shall bring about to its constituents such as poverty reduction and empowering the poor through the provision of health, nutrition and education service;

WHEREAS, to strengthen the partnership, there is a need to access on the 4P's information as basis for the implementation of the social protection programs, project and service;

WHEREAS, to ensure the free flow of information there is a need to protect the privacy and proper utilization of the information on 4P's as mandated under the Data Privacy Act and the DSWD privacy policies and guidelines, thru the designation of the Data Protection Officer (DPO) who will take charge with the needed information as per information as per the functions and responsibilities hereunder stipulated.

NOW, THEREFORE, I KEVIN ROY Q. MACANLALAY Municipality Mayor of Calasiao Pangasinan, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1: DESIGNATION OF DATA PROTECTION OFFICER (DPO):

To ensure the mandates of Data Privacy Act in consonance with the DSWD Privacy Policies and Guidelines, Day Care Worker II Jessica De Vera is hereby designated as **Data Protection Officer** on 4P's for the Municipality of Calasiao, Pangasinan.



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SECTION 2: FUNCTIONS AND RESPONSIBILITIES:

The Data Protection Officer (DPO) shall have the following function and responsibilities wit:

1. Act as and have the duties and accountabilities of a personal information controllers for all data received from the DSWD as covered under the MOA between the DSWD-FO1 and the local Government Unit of Calasiao Pangasinan.
2. Have in place appropriate physical, technical and organizational measures to protect the personal data received from the DSWD against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access, as well as against any other unlawful processing.
3. Uphold the Rights of the data subject in accordance with RA 10173, also known as Data Privacy Act of 2012 and relevant rules.
4. Receive and further process data from the DSWD in accordance with RA 10173 and the data sharing and privacy policies and guidelines of the DSWD, and for other purposes related here to.
5. Have the legal authority and fulfill the undertakings set out in the MOA.
6. Have in place the required procedure or protocols so that any person or party acting under the authority of the LGU to have access to the personal data will be legally answerable to the DSWD, to respect and maintain the confidentiality and security of the personal data, and shall be obligated to process data only on instructions from the DSWD.
7. Not disclose or transfer the personal data to a third party, except those disclosure authorized by law, or provided that any such transfer or disclosure of personal data to be made by the LGU to a third party' personal information controller will be:
 - a. The sole responsibility of the LGU as a personal information controller, and therefore, will no longer be the accountability or liability of the DSWD:
 - b. Complaint to the Data Privacy Act, Its IRR and other relevant laws, and executed with adequate safeguards in place for protection of personal data, and that any infringement against this obligation or applicable law my result in serious fines under ra10173, its IRR and other guidelines and circulars issued by the National Privacy Commission; and
 - c. Covered by a separate agreement to be reviewed directly by the National Privacy Commission when required;
8. Ensure that personal data is processed only according to the extent required, always accurate and where necessary, kept up to date kept for no longer than is necessary for the purpose for collecting the said personal data and processed in a manner that ensure appropriate security of the personal data, including protection against unauthorized or unlawful access or processing and accidental loss, destruction or damage using appropriate law.



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9. Performs others duties and responsibilities, as maybe required in accordance here to.

SECTION 3: SEPARABILITY CLAUSE:

Any provision of this Executive Order shall remain in full force and effect unless such provision is unsound or ineffective, of which it shall be sticken off.

SECTION 4: EFFECTIVITY CLAUSE:

This Order shall the effect immediately upon approval and shall remain in effect.

Done this 19th of May 2023 in the Municipality of Calasiao, Pangasinan.

HON. KEVIN ROY Q. MACANLALAY
Municipal Mayor