



EXECUTIVE ORDER NO. 27

Series of 2025

DESIGNATING A DATA PROTECTION OFFICER AND A COMPLIANCE OFFICER FOR PRIVACY FOR THE MUNICIPAL GOVERNMENT OF LOS BANOS

WHEREAS, Article II, Section 24 of the 1987 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 stresses that the State values the dignity of every human person and guarantees full respect for human rights. Finally, Article XIII, Section 21 states that Congress shall give highest priority to the enactment of measures that protect and enhance the right of the people to human dignity;

WHEREAS, Section 2 of Republic Act No. 10173, also known as the Data Privacy Act of 2012 (DPA), provides that it is the policy of the State to protect the fundamental human right of privacy of communication while ensuring free flow of information to promote innovation and growth. The State also recognizes its inherent obligation to ensure that personal information in information and communications systems in the government and in the private sector are secured and protected;

WHEREAS, Section 21(b) of the DPA and reiterated by Section 50(b) of its Implementing Rules and Regulations (IRR) provide that personal information controllers (PICs) shall designate an individual or individuals who are accountable for the organization's compliance with this Act. Section 14 of the DPA and Section 45 of the IRR also require personal information processors (PIPs) to comply with all the requirements of the Act and other applicable laws, including issuances by the National Privacy Commission (NPC);

WHEREAS, Section 26(a) of the IRR, any natural or juridical person or other body involved in the processing of personal data shall designate an individual or individuals who shall function as Data Protection Officer (DPO), compliance officer, or shall otherwise be accountable for ensuring compliance with applicable laws and regulations for the protection of data privacy and security;

WHEREAS, Section 7 of the DPA, the NPC is charged with the administration and implementation of the provisions of the law, which includes ensuring compliance with the provisions of the DPA and with international standards for data protection, and carrying out efforts to formulate and implement plans and policies that strengthen the protection of personal information in the country, in coordination with other government agencies and private sector;

WHEREAS, NPC Advisory 2017-01 dated March 14, 2017 provides that a government agency engaged in the processing of personal data shall, through its head of agency, shall cause the designation of a DPO;

WHEREAS, the Department of the Interior and Local Government (DILG) issued Memorandum Circular No. 2018-36 dated March 19, 2018 directing all local government units to comply with the Data Privacy Act of 2012 including its Implementing Rules and Regulations (IRR), which provides that a government agency engaged in the procession of personal data shall through its head of agency, designated a DPO.

NOW, THEREFORE, I, NEIL ANDREW N. NOCON, Municipal Mayor of the Municipality of Los Baños, Province of Laguna, by virtue of the powers vested in me by law, do hereby order the following:

Section 1. DESIGNATION OF OFFICERS. The DPO/COP shall possess specialized knowledge and demonstrate reliability and expertise in relevant privacy or data protection policies and practices. The DPO/COP shall have sufficient understanding of the processing operations including information systems, data security and /or data protection needs.

Data Protection Officer

MR. MARK ANTHONY L. ANTIOQUIA
Executive Assistant III

Compliance Officer for Privacy

MR. ANTONIO L. ADILLE IV
Information Technology Officer II

Section 2. ROLES AND FUNCTIONS. The DPO shall have the following roles and functions:

1. Monitor the Local Government Unit's compliance with the DPA, its IRR, issuances by the NPC and other applicable laws and policies. For this purpose, he or she may:
 - a. Collect information to identify the processing operations, activities, measures, projects, programs, or system of the LGU, and maintain a record thereof;
 - b. Analyze and check the compliance of processing activities, including the issuance of security clearances to and compliance by third-party service providers;
 - c. Inform, advise, and issue recommendations to the LCE;
 - d. Ascertain renewal of accreditations or certification necessary to maintain the required standards in personal data processing; and
 - e. Advise the LCE as regards the necessity of executing a Data Sharing Agreement with third parties, and ensure its compliance with the law;
2. Ensure the conduct of Privacy Impact Assessments relative to activities, measures, projects, programs, or system of the LGU;
3. Advise the LCE regarding complaints and/or the exercise by data subjects of their rights (e.g., requests for information, clarifications, rectification or deletion of personal data);
4. Ensure proper data breach and security incident management by the LGU, 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;
5. Inform and cultivate awareness on privacy and data protection within the organization of the LGU, including all relevant laws, rules and regulations and issuances of the NPC;

6. Advocate for the development, review and/or revision of policies, guidelines, projects and/or programs of the LGU relating to privacy and data protection, by adopting a privacy by design approach;
7. Serve as the contact person of the LGU vis-à-vis data subjects, the NPC and other authorities in all matters concerning data privacy or security issues or concerns and the LGU;
8. Cooperate, coordinate and seek advice of the NPC regarding matters concerning data privacy and security; and
9. Perform other duties and tasks that may be assigned by the LCE that will further the interest of data privacy and security and uphold the rights of the data subjects.

Except for items (a) to (c), a COP shall perform all other functions of a DPO. Where appropriate, he shall also assist the supervising DPO in the performance of the latter's functions.

The DPO/COP must have due regard for the risks associated with the processing operations of the PIC or PIP, taking into account the nature, scope, context and purposes of processing. Accordingly, he must prioritize his activities and focus his efforts on issues that present higher data protection risks.

Section 3. EFFECTIVITY. This Executive Order shall take effect immediately.

DONE this 2nd day of September, 2025 in Los Baños, Laguna.


HON. NEIL ANDREW N. NOCON
Municipal Mayor