



Republic of the Philippines
Department of Education
Caraga Administrative Region
Butuan City



May 08, 2018

REGIONAL MEMORANDUM

No. 257 s. 2018



**"DATA PRIVACY AWARENESS AND COMPLIANCE WORKSHOP"
REPUBLIC ACT 10173 OR DATA PRIVACY ACT OF 2012 INTRO TO PRIVACY IMPACT
ASSESSMENT (PIA) SECURITY THREATS AND ATTACKS**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Chiefs of the RO Functional Divisions
This Region

1. In compliance with RA 10173, the Data Privacy Act of 2012, as well as the Implementing Rules and Regulations (IRR) and memorandum circulars issued by the National Privacy Commission (NPC), a Breach Response Team must be created headed by the Data Protection Officer (DPO).
2. It is imperative that our personnel and staff who are responsible in data handling are equipped not only with theoretical knowledge but also with legal and technical know-how in data security and protection; hence, the need for this training and workshop.
3. The training and workshop will run for three (3) days and there are two (2) separate schedules: May 28 – 30, 2018 / June 27-29, 2018. Furthermore, the participants can opt for either live out or live in registration.
4. Attached are the invitation, the matrix of activities, registration fees, and the confirmation form to be filled out and submitted to the email address provided in the invitation.
5. The registration fee (Php 2,000.00 for Live Out; Php 3,500.00 for Live in per day) and other incidental expenses shall be charged to each participant chargeable to MOOE/SEF/local funds/ and any other sources, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this memorandum is highly advised.


BEATRIZ G. TORNO, Ph.D., CESO IV
Regional Director

Encl. : As stated

Reference: Invitation from Yisrael Solutions and Consulting (YISCON) Inc., May 07, 2018
To be indicated in the **Perpetual Index** under the following subjects:

TRAINING WORKSHOP DATA PRIVACY RECORDS FILES

May 07, 2018

DR BEATRIZ G. TORNO, CESO IV
Regional Director
Department of Education - Regional Office, Caraga
Email: caraga@deped.gov.ph

ATTENTION TO: ALL HEADS OF GOVT. BRANCHES, BODIES OR ENTITIES, INCLUDING NATIONAL GOVT AGENCIES, BUREAUS OR OFFICES, CONSTITUTIONAL COMMISSIONS, LGUs, GOCCs, STATE COLLEGE AND UNIVERSITIES.

SUBJECT: " DATA PRIVACY AWARENESS AND COMPLIANCE WORKSHOP"
REPUBLIC ACT 10173 OR DATA PRIVACY ACT OF 2012
INTRO TO PRIVACY IMPACT ASSESSMENT (PIA)
SECURITY THREATS AND ATTACKS

Dear Sir/Madam:

Greetings!

We are pleased to invite you and your personnel in Human Resource Mgt Section, Finance, Administrative Section, IT, and those who have access to personal data to attend to the Data Privacy Awareness and Compliance Workshop to be held on the workshop schedules stated below.

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 and to ensure that personal information in information and communication systems in the government and in the private sector are secured and protected.

Under Section 22 of the DPA of 2012, the head of each government agency or instrumentality is responsible for complying with the security requirements mentioned in the law. This includes ensuring all sensitive personal information maintained by his/her agency are secured, as far as practicable, with the use of the most appropriate standard recognized by the information and communicating technology industry, and as recommended by the National Privacy Commission.

In addition, under NPC Circular No 16-01, one of the general obligations of a government agency engaged in the processing of personal data is to conduct a mandatory, agency-wide training on privacy and data protection policies once a year. A similar training shall be provided during all agency personnel orientations.

All institutions, both from the Government and Private sector processing personal data in the Philippines are required to comply with RA 10173, the Data Privacy Act of 2012, as well as the Implementing Rules and Regulations (IRR) and memorandum circulars issued by the National Privacy Commission (NPC).

It is for this reason that we are extending this invitation to your organization or agency to attend to our workshop to assist you and elucidate how to comply and participate in the NPC's roadmap towards security of personal data in the government agencies.

We also encourage you to form or create a Breach Response Team to be headed by the Data Protection Officer (DPO) to attend from Session 1 to Session 3 in order to have a working understanding of the Data Privacy Act of 2012 its IRR and implementation practices. We will focus on giving them a practical sense of the rules and their impact as well as valuable insights to help prepare your agency on the challenges it presents.

ATTENTION TO: Hashien Grace M. Pecson

Confirmation Date: _____

MESSAGE: Please fill-out the form below (readable and correct name spelling of participants) and fax to Yisrael Training Secretariat at (02) 956-2025; or email to: hashien.pecson@yisrael-dataprivacy.com

CONFIRMATION FORM
(Data Privacy Awareness and Compliance)

Please take note that Confirmation / Reservation is on First Come First Serve Basis)

Name of Company:					
Address:				Region:	
Type of Organization:					
Contact Person:			Tel. No.	Mobile No.	Fax No.
Participants Details:					
First Name	Middle Initial	Last Name	Tel. No	Mobile No	Position
Email Address:				Food Restriction:	

Please reserve me/us on this workshop schedule:

A M O U N T

Date	Time	No. of Slot Reserve	OPTION 1 Live-out P2,000/pax/day	OPTION 2 Live-in P3,500/pax/day
(Manila) May 28, 2018	8:30am-4:00pm			
(Manila) May 29, 2018	8:30am-4:00pm			
(Manila) May 30, 2018	8:30am-4:00pm			
(Manila) June 27, 2018	8:30am-4:00pm			
(Manila) June 28, 2018	8:30am-4:00pm			
(Manila) June 29, 2018	8:30am-4:00pm			

PAYMENT METHOD

All payments shall be made in Philippine Pesos.

☐ Deposit Slip/Check payment

Please make check payable to:

YISRAEL SOLUTIONS AND CONSULTING (YISCON) INC.

**Please deposit your payment to our LandBank Account
BANK DETAILS:**

Account Name: YISRAEL SOLUTIONS & CONSULTING (YISCON) INC

Account Number: 1641-1047-16

Pasig-C. Raymundo Ave. Branch

(Please fax or email the payment to us and bring your original deposit slip on the workshop)

Requested by:

Signature over printed Name

REGISTRATION POLICY:

GUARANTEED SEATS

Please fill up the confirmation form to guarantee your slots. Those who confirmed will be given "priority status" contingent upon availability of seats.

CANCELLATION POLICY

NO cancellation will be made upon confirmation, however, substitutes are allowed only when there is a written notice to the Yisrael Solutions and Consulting (YISCON) Inc. at least five (5) working days prior to the seminar. **Please take note that there is a LATE-CANCELLATION and NON- ATTENDANCE CHARGE of Php 1,500.00/day per**

PRIVACY NOTICE:

"We from Yisrael Solutions and Consulting (YISCON), Inc. will make sure that all of the personal informations you have provided will be secured and remain confidential as much as possible. We collect informations with your proper consent and that necessary personal in information with the intent to fulfil the purpose in transacting with us."