



Office Order No. 22
Series of 2022

TO : ALL BAFS EMPLOYEES
FROM : OFFICE OF THE DIRECTOR
SUBJECT : CREATION OF BAFS WORKING TEAMS ON DATA PRIVACY

In the interest of the service and to ensure the Bureau's compliance with Republic Act No. 10173 or the "Data Privacy Act of 2012", the following Teams shall be created:

A. Privacy Management Team (PMT)

Adviser : Vivencio R. Mamaril, PhD
Office of the Director

Chairperson : Joeve Calleja
Organic Agriculture Division (OAD)

Vice-Chairperson : Mary Grace Mandigma
Technical Services Division (TSD)

Members : Karen Kristine Roscom, PhD
Standards Development Division (SDD)

Edna Lynn Floresca
Laboratory Services Division (LSD)

Rosemarie Calibo
Information and Communication Unit (ICU)

Daisy Melegrito
Administrative Support Services (ASS)

Alpha Lanuza
TSD – Knowledge Management and Learning and Development

Secretariat : Frederick Crisol, ASS
Allan Gabriel Melido, ASS

The Privacy Management Team shall oversee the overall compliance of BAFS with the Data Privacy Act of 2012 and ensure implementation of measures and procedures that will guarantee the safety and security of personal data under the Bureau's control or custody.



The PMT Chairperson and the Secretariat shall act as the Bureau's Data Protection Officer (DPO) and Compliance Officers for Privacy (COP), respectively, to perform other tasks provided by the Data Privacy Act of 2012.

B. Working Teams

To provide administrative, logistic and technical support to the Privacy Management Team, the following Working Teams shall also be created with their corresponding terms of reference:

1. Impact Assessment Team

Lead : Edna Lynn Floresca, *LSD*
 Members : Jeffrey Garrido and Marc Owell Ama, *OAD*
 Alpha Lanuza, Aubrey Katreena Ramos and Alma Reyes, *TSD*
 John Gregory Aquino and Timothy Justine Regalado, *SDD*
 France Earvynne Enriquez and Allister Budlao, *ICU*
 Katheryn Baes, *ASS*
 Secretariat : Jerilee Sabariaga and Zaireen Cleofe, *LSD*

The Impact Assessment Team shall:

- 1.1 conduct the Privacy Impact Assessment (PIA) of BAFS processes with data privacy concerns; and
- 1.2 perform other related tasks that may be assigned by the PMT.

2. Privacy Manual and Internal Procedures Development Team

Lead : Joeve Calleja, *OAD*
 Members : Melissa Astillero, *LSD*
 Jan Vincent Tecson and Nikki Rose Alegre, *TSD*
 Gari Pellinor Hernandez and Aljon Reyes, *SDD*
 France Earvynne Enriquez and Allister Budlao, *ICU*
 Stephanie Bulanadi, *ASS*
 Secretariat : Charlie Palilio and Anna Dominique Cadsawan, *OAD*

The Privacy Manual and Internal Procedures Development Team shall:

- 2.1 develop the BAFS Data Privacy Manual with the internal policies and procedures
- 2.2 conduct manual review and revision; and
- 2.3 perform other related tasks that may be assigned by the PMT.



3. Data Security Team

Lead : Rosemarie Calibo, *ICU*
Members : Vivian Timple, *LSD*
 Katrina Maminta and Alpha Lanuza, *TSD*
 Kristel Alarice Aborido and Camille Baraquiel, *SDD*
 Vicente Limsan, Jr and Jay El Bautista, *OAD*
 Allan Garbriel Melido, *ASS*
Secretariat : France Earvynne Enriquez and Allister Budlao, *ICU*

The Data Security Team shall:

- 3.1 lead and manage the implementation of mitigation control measures for data security;
- 3.2 maintain inventory of all data containing personal and sensitive information; and
- 3.3 perform other related tasks that may be assigned by the PMT.

4. Data Breach Response Team

Lead : Karen Kristine Roscom, PhD, *SDD*
Members : Zaireen Cleofe, *LSD*
 Mary Grace Mandigma and Darell Kate Romatico, *TSD*
 Jenina Cusay and John Lawrence Arrogante, *OAD*
 France Earvynne Enriquez and Allister Budlao, *ICU*
 Jonathan Martinez, *ASS*
Secretariat : Mikka David, Joshua Abel and Karina Bautista, *SDD*

The Data Breach Response Team shall:

- 4.1 implement security incidents and personal data breaches response procedures;
- 4.2 review and recommend approval of data requests from stakeholders and data sharing agreements; and
- 4.3 perform other related tasks that may be assigned by the PMT.

5. Learning and Development Team

Lead : Mary Grace Mandigma, *TSD*
Members : Kriszia Decena, *LSD*
 Geeza Painaga and Clarisse Jill Guevara, *OAD*
 Joshua Villanueva and Em Bentulan, *SDD*
 France Earvynne Enriquez and Allister Budlao, *ICU*
 Rovi Ann Tamayo, *ASS*
Secretariat : Jan Vincent Tecson and Katrina Maminta, *TSD*



The Learning and Development Team shall:

- 5.1 lead and manage the conduct of Learning and Development activities for all BAFS personnel in relation to data privacy including the latest data privacy laws, regulations, and policies consistent with the requirements of the Data Privacy Act and its Implementing Rules and Regulations; and
- 5.2 perform other related tasks that may be assigned by the PMT.

6. National Privacy Commission (NPC) Liaison Team

Lead : Daisy Melegrito, *ASS*
Members : Angelo Custodio, *LSD*
Abraham Perez and Brooklyn Flores, *TSD*
Ederlie Magdalita and Dominique Salcedo, *SDD*
France Earvynne Enriquez and Allister Budlao, *ICU*
Jeffrey Garrido and Marc Owell Ama, *OAD*
Secretariat : Mark Paulo Padullon, *ASS*

The NPC Liaison Team shall:

- 6.1 serve as coordinator of the Bureau to the NPC in relation to compliance to the Data Privacy Act of 2012;
- 6.2 keep all relevant records of BAFS on data privacy; and
- 6.3 perform other related tasks that may be assigned by the PMT.

This Order shall take effect immediately and shall remain in force until revoked. All other orders and memoranda inconsistent herewith are deemed revoked.

Done this **7th** day of **September** 2022.


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