



**OFFICE ORDER No:** 05  
Series of 2023

**TO :** ALL BAFS EMPLOYEES

**FROM :** OFFICE OF THE OIC - DIRECTOR

**SUBJECT :** RECONSTITUTION OF BAFS MANAGEMENT TEAM AND 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 Data Privacy Management Team and the Data Privacy Working Teams are hereby reconstituted:

**A. Data Privacy Management Team (DPMT)**

**Adviser :** Karen Kristine A. Roscom, PhD  
*Officer-in-Charge, Office of the Director*

**Chairperson :** Jovee S. Calleja  
*Organic Agriculture Division (OAD)*

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

**Members :** John Gregory V. Aquino  
*Officer-in-Charge, Standards Development Division (SDD)*

Edna Lynn C. Floresca  
*Standards Research Division (SRD)*

Rosemarie V. Calibo  
*Information and Communication Unit (ICU)*

Frederick C. Crisol  
*Administrative Support Services (ASS)*

Alpha M. Lanuza, DVM  
*Technical Services Division (TSD)*

**Secretariat :** Jeffrey S. Garrido, OAD  
Allan Gabriel T. Melido, ASS

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

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

## B. Data Privacy Working Teams

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

### 1. Impact Assessment Team

Lead : Edna Lynn C. Floresca, *SRD*  
Members : Jeffrey S. Garrido and Marc Owell A. Ama, *OAD*  
Alpha M. Lanuza, Aubrey Katreena L. Ramos,  
and Alma V. Reyes, *TSD*  
Kristel Alarice R. Aborido, *SDD*  
France Earvynne R. Enriquez, Allister F. Budlao and Jomer E.  
Tadena, *ICU*  
Allan Gabriel T. Melido, *ASS*  
Secretariat : Jerilee M. Sabariaga and Zaireen B. Cleofe, *SRD*

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 DPMT.

### 2. Privacy Manual and Internal Procedures Development Team

Lead : Jovee S. Calleja, *OAD*  
Members : Melissa L. Astillero, *SRD*  
Jan Vincent DR. Tecson and Nikki Rose G. Alegre, *TSD*  
Gari Pellinor U. Hernandez and Aljon S. Reyes, *SDD*  
France Earvynne R. Enriquez, Allister F. Budlao and Jomer E.  
Tadena, *ICU*  
Stephanie L. Bulanadi, *ASS*  
Secretariat : Charlie T. Palilio and Anna Dominique V. 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 DPMT.

### 3. Data Security Team

Lead : Rosemarie V. Calibo, *ICU*  
Members : Vivian E. Timple, *SRD*  
Katrina L. Maminta and Alpha M. Lanuza, *TSD*  
Camille B. Baraquiell, *SDD*  
Vicente D. Limsan Jr. and Jay El E. Bautista, *OAD*  
Allan Gabriel T. Melido, *ASS*  
Secretariat : France Earvynne R. Enriquez, Allister F. Budlao and Jomer E. Tadena, *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 : John Gregory V. Aquino, *SDD*  
Members : Zaireen B. Cleofe, *SRD*  
Mary Grace R. Mandigma and Darell Kate DS. Romatico, *TSD*  
Jenina B. Cusay and John Lawrence A. Arrogante, *OAD*  
France Earvynne R. Enriquez, Allister F. Budlao and Jomer E. Tadena, *ICU*  
Jonathan P. Martinez, *ASS*  
Secretariat : Joshua P. Abel and Karina Angela D. 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 R. Mandigma, *TSD*  
Members : Kriszia Ann U. Decena, *SRD*  
Geeza June V. Painaga and Clarisse Jill R. Guevara, *OAD*  
Joshua G. Villanueva and Mikaella Marie C. David, *SDD*  
France Earvynne R. Enriquez, Allister F. Budlao and Jomer E. Tadena, *ICU*  
Allan Gabriel T. Melido, *ASS*  
Secretariat : Jan Vincent DR. Tecson and Katrina L. 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 DPMT.

## 6. National Privacy Commission (NPC) Liaison Team

Lead : Frederick C. Crisol, *ASS*  
Members : Angelo N. Custodio, *SRD*  
Abraham L. Perez III, *TSD*  
Ederlie L. Magdalita and Dominique Salcedo, *SDD*  
France Earvynne R. Enriquez, Allister F. Budlao and Jomer E. Tadena, *ICU*  
Jeffrey S. Garrido and Marc Owell A. Ama, *OAD*  
Secretariat : Mark Paulo J. Padullon, *ASS*

The NPC Liaison Team shall:

- 6.1 serve as coordinator of the Bureau to the NPC in relation to compliance with 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 2nd day of FEB 2023.

  
**KAREN KRISTINE A. ROSCOM, PhD**  
OIC Director, BAFS

*Mr. RVC*  
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