



Republic of the Philippines
Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Cpd., General Santos Ave., Bicutan, Taguig City
Tel. Nos. : 837-2071 to 82 (DOST Trunklines) Telefax No.: 837-3167
<http://www.itdi.dost.gov.ph>



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ID 9108635715



April 8, 2019

RAYMUND E. LIBORO

Privacy Commissioner and Chairman
National Privacy Commission
5th Floor. Delegation Building, PICC Complex,
Roxas Blvd., Pasay, Metro Manila

Subject: **ITDI-DOST Endorsement of Designated Data
Protection Officer (DPO)**

Dear Chairman Liboro:

We are respectfully transmitting herewith the notarized endorsement of Data Protection Officer through your DPO Registration Form. We hope that you will find the documents in order.

Thank you.

Sincerely,

ANNABELLE V. BRIONES, Ph.D
Director

Encl: a/s

Our Business is Industry

Membership:

- ♦ General Conference on Weights and Measures (CGPM)
- ♦ Asia Pacific Metrology Programme (APMP)
- ♦ Asia Pacific Legal Metrology Forum (APLMF)



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
DATA PROTECTION OFFICER REGISTRATION

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PERSONAL INFORMATION CONTROLLER / PERSONAL INFORMATION PROCESSOR

NAME OF THE ORGANIZATION <u>INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE</u>	
WEBSITE (URL) <u>www.itdi.dost.gov.ph</u>	EMAIL ADDRESS
COMPANY ADDRESS <u>DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City</u>	CONTACT NO. <u>837-3167</u>
HEAD OF THE ORGANIZATION	
LAST NAME <u>BRIONES</u>	EMAIL ADDRESS <u>avbriones@itdi.dost.gov.ph</u>
FIRST NAME <u>ANNABELLE</u>	CONTACT NO. <u>837-3167</u>
MIDDLE INITIAL <u>V</u>	
OFFICIAL DESIGNATION <u>Director</u>	

DATA PROTECTION OFFICER

LAST NAME <u>MANALO</u>	EMAIL ADDRESS <u>jmbmanalo@itdi.dost.gov.ph</u>
FIRST NAME <u>JOSE MARI</u>	TEL NO. <u>837-2071 loc. 2275</u>
MIDDLE INITIAL <u>B</u>	MOBILE NO. <u>0908-2142346</u>
OFFICIAL DESIGNATION <u>Head MIS</u>	DATE OF DESIGNATION AS DPO

SWORN STATEMENT

I declare under oath that this Registration Form is accomplished by Data Protection Officer, and is a true, correct and complete statement and pursuant to the provision of the pertinent laws, rules and regulations of the Republic of the Philippines. I also authorize the National Privacy Commission to verify/validate the contents stated herein.

ANNABELLE V. BRIONES
 Head of Agency
 (Signature over Printed Name)

JOSE MARI B. MANALO
 Data Protection Officer
 (Signature over Printed Name)

SUBSCRIBE and SWORN to before me, this APR 10 2019, who exhibited to me (his/her) Government-Issued ID No. _____ issued at _____ on _____

SAN PEDRO CITY, LAGUNA
 Notary Public

Doc. No. 393
 Page No. 80
 Book No. 81
 Series of 2019

CHONA MONARBA ORBITA
 Commission No. SPL-259
 Notary Public for San Pedro City Laguna
 Until DECEMBER 31, 2020
 Roll No. 62288 / April 26, 2013
 IBP No. 060626 / January 04, 2019 / LAGUNA
 PTR No. 3244847 / January 4, 2019 / Muntinlupa City
 No. 8 St Jose St., Pacita Complex 1, Ph. 2
 San Pedro City Laguna



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Please choose ALL SECTORS which your organization belongs to.

☒ GOVERNMENT

☒ Executive Department

☐ Department

☐ Bureau

☒ Agency

☐ Office

☐ Legislative Department

☐ Judicial Department

☐ Supreme Court

☐ Court of Appeals

☐ Regional Trial Court

☐ MTC, MeTC, MTCC, MCTC

☐ Constitutional Office

☐ LOCAL GOVERNMENT UNITS

☐ Provincial

☐ City/Municipality

☐ Barangay

☐ GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS

☐ Government Financial Institution

☐ Trade, Area Development & Tourism

☐ Educational & Cultural

☐ Gaming

☐ Energy and Materials

☐ Agricultural, Fisheries, & Food

☐ Utilities & Communications

☐ Healthcare Services

☐ Others (please specify)

☐ INTERNATIONAL ORGANIZATIONS

☐ United Nations Agency

☐ Foreign Embassy in the Philippines

☐ Others (please specify)

☐ BANKS

☐ Universal Bank

☐ Commercial Bank

☐ Thrift Bank

☐ Rural Bank

☐ Cooperative Bank

☐ Others (please specify)

☐ NON-BANKS

☐ Non-Bank with Quasi-Banking Function

☐ Non-Stock Savings & Loans Association

☐ Offshore Banking Unit in the Philippines

☐ Representative Office in the Philippines

☐ Pawnshop

☐ Remittance Center

☐ Commercial Loan Provider

☐ Credit Union

☐ Social and Community Lending

☐ Leasing Company

☐ Currency Exchange

☐ Other Non-Bank Financial Institution

☐ Others (please specify)

☐ INSURANCE AND PRE-NEED PROVIDERS

- ☐ Life Insurance
- ☐ Non-Life Insurance
- ☐ Professional Reinsurer
- ☐ Insurance Broker
- ☐ Reinsurance Broker
- ☐ Mutual Benefit Association
- ☐ Accredited Actuary
- ☐ Services Insurance Company
- ☐ Pre-Need & Servicing Company
- ☐ Others (please specify)

☐ HEALTH MAINTENANCE ORGANIZATION

☐ HEALTH FACILITIES

- ☐ Hospital
- ☐ Birthing Home
- ☐ Infirmary
- ☐ Social Hygiene Clinic
- ☐ Rural Health Unit
- ☐ Drug Abuse Treatment & Rehabilitation Center
- ☐ Barangay Health Station
- ☐ Diagnostic or Therapeutic Facility
- ☐ Specialized Out Patient Facility
- ☐ Ambulatory Surgical Clinic (ASC)
- ☐ Custodial Care Facility (e.g., Nursing Home)
- ☐ Others (please specify)

☐ PHARMACEUTICAL

- ☐ Mainline/Brand Developer
- ☐ Research & Development
- ☐ Generic
- ☐ Others (please specify)

☐ MEDIA AND SOCIAL MEDIA

- ☐ Television Network
- ☐ Radio Broadcasting Station
- ☐ Publishing House
- ☐ Social Networking Site
- ☐ Mobile Application
- ☐ Others (please specify)

☐ EDUCATION

- ☐ State University and College (SUC)
- ☐ Private University, College and/or Other Institution of Higher Learning
- ☐ Private Secondary Educational Institution
- ☐ Public Secondary Educational Institution
- ☐ Private Elementary Educational Institution
- ☐ Public Elementary Educational Institution
- ☐ Private Primary Educational Institution
- ☐ Public Primary Educational Institution
- ☐ Other Schools and Training Institution
- ☐ Others (please specify)

☐ TELECOMMUNICATIONS

- ☐ Telecommunications Network
- ☐ Internet Service Provider
- ☐ Media Service Provider
- ☐ Cable TV Operator
- ☐ Others (please specify)

☐ BUSINESS PROCESS OUTSOURCING

- ☐ Knowledge Process Outsourcing and Back Office
- ☐ Animation
- ☐ Call Center
- ☐ Software Development
- ☐ Game Development
- ☐ Engineering Design
- ☐ Medical Transcription
- ☐ Others (please specify)

☐ RETAIL/DIRECT MARKETING

- ☐ Direct Marketing
- ☐ Retail
- ☐ Telemarketing
- ☐ Supermarket
- ☐ Convenience Store
- ☐ Non-Shop Retail (E-Commerce)
- ☐ General Merchandise
- ☐ Warehouse Store
- ☐ Service-Related Establishment (e.g., salon)
- ☐ Rental Place (e.g., sing-along spot)
- ☐ Other Establishments Engaged in Retail/Direct Marketing
- ☐ Others (please specify)

☐ **MANUFACTURING/PRODUCTION**

☐ **UTILITIES**

- ☐ Electric Power Company
- ☐ Water and Wastewater Services Company
- ☐ Oil & Gas Company
- ☐ Steam and Airconditioning Supply
- ☐ Integrated Service Provider (e.g., maintenance, repair, operations)
- ☐ Others (please specify)

☐ **MANPOWER AGENCIES**

- ☐ Landbased
- ☐ Seabased/Maritime Manning
- ☐ Others (please specify)

☐ **TRANSPORTATION, STORAGE AND LOGISTICS**

- ☐ Public Utility Vehicles Operator (e.g., bus, jeepney, taxi)
- ☐ Ride-Hailing Operator (e.g., Grab, Angkas)
- ☐ Cargo Trucking
- ☐ Service Vehicle Operator (e.g., rent-a-car, tourist vehicle, limousines)
- ☐ Storage
- ☐ Others (please specify)

☐ **REAL ESTATE**

- ☐ Agricultural
- ☐ Commercial (e.g., office, shopping center)
- ☐ Residential (e.g., condominium, townhouse)
- ☐ Industrial (e.g., manufacturing building, warehouse)
- ☐ Cemetery and Columbarium Devt., Selling, Renting, Leasing and Operating
- ☐ Construction Industry
- ☐ Others (please specify)

☐ **TOURISM**

☐ Hotels and Accommodations

- ☐ Casino Hotel
- ☐ Resort & Spa Resort Hotel
- ☐ Bed & Breakfast Homestay
- ☐ Budget Hotel
- ☐ Luxury Hotel
- ☐ Dorm Hotel
- ☐ Pension House

☐ Food and Beverage (e.g., restaurant, cafe, fastfood center)

☐ Travel Agency, Tour Operator and other Tourist Guide Services

☐ Adventure and Recreation (e.g., camping)

☐ Attraction (e.g., historical site, cultural center)

☐ Events & Conference (e.g., Film/Music Festival Promoter, Cultural Events Promoter)

☐ Others (please specify)

☐ **OTHERS (PLEASE SPECIFY)**



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EMAIL ADDRESS

COMPANY ADDRESS

CONTACT NO.

HEAD OF THE ORGANIZATION

LAST NAME

EMAIL ADDRESS

FIRST NAME

CONTACT NO.

MIDDLE INITIAL

OFFICIAL DESIGNATION

DATA PROTECTION OFFICER

LAST NAME

EMAIL ADDRESS

FIRST NAME

TEL NO.

MIDDLE INITIAL

MOBILE NO.

OFFICIAL DESIGNATION

DATE OF DESIGNATION AS DPO

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 Head of Agency
 (Signature over Printed Name)

 Data Protection Officer
 (Signature over Printed Name)

SUBSCRIBE and SWORN to before me, this _____, who exhibited to me (his/her) Government Issued ID No. _____ issued at _____ on _____.

Notary Public

Doc. No. _____ ;
 Page No. _____ ;
 Book No. _____ ;
 Series of _____ ;



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Executive Department

Department

Bureau

Agency

Office

Legislative Department

Judicial Department

Supreme Court

Court of Appeals

Regional Trial Court

MTC, MeTC, MTCC, MCTC

Constitutional Office

LOCAL GOVERNMENT UNITS

Provincial

City/Municipality

Barangay

GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS

Government Financial Institution

Trade, Area Development & Tourism

Educational & Cultural

Gaming

Energy and Materials

Agricultural, Fisheries, & Food

Utilities & Communications

Healthcare Services

Others (please specify)

INTERNATIONAL ORGANIZATIONS

United Nations Agency

Foreign Embassy in the Philippines

Others (please specify)

BANKS

Universal Bank

Commercial Bank

Thrift Bank

Rural Bank

Cooperative Bank

Others (please specify)

NON-BANKS

Non-Bank with Quasi-Banking Function

Non-Stock Savings & Loans Association

Offshore Banking Unit in the Philippines

Representative Office in the Philippines

Pawnshop

Remittance Center

Commercial Loan Provider

Credit Union

Social and Community Lending

Leasing Company

Currency Exchange

Other Non-Bank Financial Institution

Others (please specify)

INSURANCE AND PRE-NEED PROVIDERS

Life Insurance

Non-Life Insurance

Professional Reinsurer

Insurance Broker

Reinsurance Broker

Mutual Benefit Association

Accredited Actuary

Services Insurance Company

Pre-Need & Servicing Company

Others (please specify)

HEALTH MAINTENANCE ORGANIZATION**HEALTH FACILITIES**

Hospital

Birthing Home

Infirmary

Social Hygiene Clinic

Rural Health Unit

Drug Abuse Treatment & Rehabilitation Center

Barangay Health Station

Diagnostic or Therapeutic Facility

Specialized Out Patient Facility

Ambulatory Surgical Clinic (ASC)

Custodial Care Facility (e.g., Nursing Home)

Others (please specify)

PHARMACEUTICAL

Mainline/Brand Developer

Research & Development

Generic

Others (please specify)

MEDIA AND SOCIAL MEDIA

Television Network

Radio Broadcasting Station

Publishing House

Social Networking Site

Mobile Application

Others (please specify)

EDUCATION

State University and College (SUC)

Private University, College and/or Other Institution of Higher Learning

Private Secondary Educational Institution

Public Secondary Educational Institution

Private Elementary Educational Institution

Public Elementary Educational Institution

Private Primary Educational Institution

Public Primary Educational Institution

Other Schools and Training Institution

Others (please specify)

TELECOMMUNICATIONS

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Cable TV Operator

Others (please specify)

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Knowledge Process Outsourcing and Back Office

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Call Center

Software Development

Game Development

Engineering Design

Medical Transcription

Others (please specify)

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Direct Marketing

Retail

Telemarketing

Supermarket

Convenience Store

Non-Shop Retail (E-Commerce)

General Merchandise

Warehouse Store

Service-Related Establishment (e.g., salon)

Rental Place (e.g., sing-along spot)

Other Establishments Engaged in Retail/Direct Marketing

Others (please specify)

MANUFACTURING/PRODUCTION**UTILITIES**

Electric Power Company

Water and Wastewater Services Company

Oil & Gas Company

Steam and Airconditioning Supply

Integrated Service Provider (e.g., maintenance, repair, operations)

Others (please specify)

MANPOWER AGENCIES

Landbased

Seabased/Maritime Manning

Others (please specify)

TRANSPORTATION, STORAGE AND LOGISTICS

Public Utility Vehicles Operator (e.g., bus, jeepney, taxi)

Ride-Hailing Operator (e.g., Grab, Angkas)

Cargo Trucking

Service Vehicle Operator (e.g., rent-a-car, tourist vehicle, limousines)

Storage

Others (please specify)

REAL ESTATE

Agricultural

Commercial (e.g., office, shopping center)

Residential (e.g., condominium, townhouse)

Industrial (e.g., manufacturing building, warehouse)

Cemetery and Columbarium Devt., Selling, Renting, Leasing and Operating

Construction Industry

Others (please specify)

TOURISM

Hotels and Accommodations

Casino Hotel

Resort & Spa Resort Hotel

Bed & Breakfast Homestay

Budget Hotel

Luxury Hotel

Dorm Hotel

Pension House

Food and Beverage (e.g., restaurant, cafe, fastfood center)

Travel Agency, Tour Operator and other Tourist Guide Services

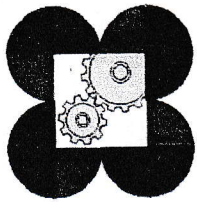
Adventure and Recreation (e.g., camping)

Attraction (e.g., historical site, cultural center)

Events & Conference (e.g., Film/Music Festival Promoter, Cultural Events Promoter)

Others (please specify)

OTHERS (PLEASE SPECIFY)



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March 14, 2019

ITDI SPECIAL ORDER NO. 078
Series of 2019

SUBJECT: ITDI COMMITTEES

In the interest of the service, the following committees are hereby
reconstituted:

DATA PRIVACY ACT GROUP

Decision Maker : Annabelle V. Briones
Alternate DM for DPA : Diana L. Ignacio
Alternate DM for FOI : Nelia Elisa C. Florendo

Data Protection Officer (DPO)-Head: Jose Manalo
Alternate DPO-Head: Gennie A. Ordoña
DPO-R&D Documents: Ma. Andriena Ida A. Ofina
DPO-Technical Services Document: Alvin B. Arante
DPO-Administrative Document: Merlita M. Regonda
DPO-Budget and Finance Document: Josefina T. Perez
Request Receiving Officer: Josephine B. King
Alternate: Anthony C. Bauzon

This order shall take effect April 1, 2019 and shall remain in force until revoked by proper authority.


ANNABELLE V. BRIONES, Ph.D.
Director

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- Asia Pacific Metrology Programme (APMP)
- Asia Pacific Legal Metrology Forum (APLMF)