

**ANNEX B – Summary of ITDI Documents
which Contains Personal Information**

A. Technical Services Documents

#	DOCUMENT	DETAILS	REQUIRED SECURITY/ RISK ON DISCLOSING TO PUBLIC
1	Training programs conducted ➤ Direct clients ➤ Regional clients	Summary of conducted trainings, which may include customer's details and requested information / technology	- Contains customer's personal information
2	Trainings	Summary of conducted trainings and list of participants, which may include customer's details and requested information / technology	- Contains customer's personal information
3	Technical Assistance / Technical Services Rendered	Summary of conducted technical services activities, which may include customer's details and requested information / technology and Technical Services Report	- Contains customer's personal information - Customers Technical Services report
4	List of Adopters	Names of technology takers with their complete addresses/ info pertinent to their business operations	- Contains customer's personal information
5	Training (by regional assignments)	Summary of conducted trainings, which may include customer's details and requested information / technology	- Contains customer's personal information
6	List of walk-in clients	Walk-in inquiries, that includes their contact details and addresses	- Contains customer's personal information

B. Budget and Finance Documents

#	DOCUMENT	DETAILS	REQUIRED SECURITY/ RISK ON DISCLOSING TO PUBLIC
1	Budget Proposal	BP Forms A to 400-A	- BP 205 may contains list of retirees and their personal profile
2	Budget Accountability Reports	SAOB, Financial Performance	- Contains customer's personal information
3	Payroll	ITDI Employee's payroll both contractual and regular	- Contains employee's personal profile and bank account no.

C. Research and Development Documents

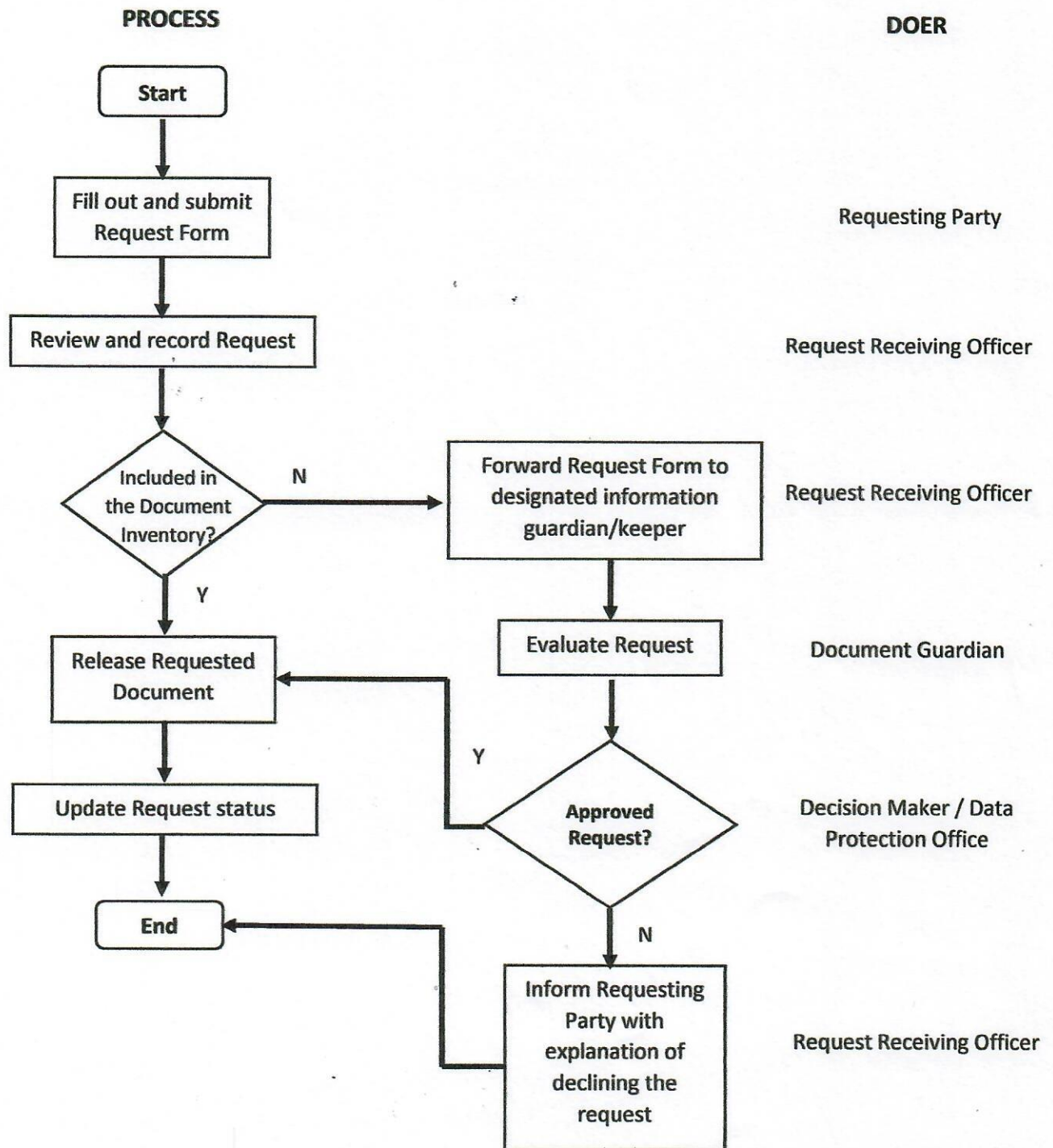
#	DOCUMENT	DETAILS	REQUIRED SECURITY/ RISK ON DISCLOSING TO PUBLIC
1	Project Proposal	Detailed project proposal document including its R&D staff, MOA / MOU if there is partnership with specific external stakeholders	- Contains personal information of employees and external stakeholders
2	Project Monitoring Documents		

D. Administrative Documents

#	DOCUMENT	DETAILS	REQUIRED SECURITY/ RISK ON DISCLOSING TO PUBLIC
1	Applicant's Data Sheet	HR Form that contains applicant Information including personal, community engagements, educational and employment background	- Contains personal information of employees and external stakeholders (Unselected applicants)
2	Personal Data Sheet	CSC Forms that contains updated record of regular employees	- Contains personal information of employees
3	Payroll	Contains employee's monthly compensatory benefits	- Contains employee's financial earnings and bank account no.

**ANNEX C – FOI and DPA Harmonized
Protocol in Disclosing ITDI Documents**

FOI and DPA Harmonized Protocol in Disclosing ITDI Documents



**ANNEX D – FOI and DPA Committee and
Its Responsibilities Service Order (SO)
Documents**

Zimbra

jmbmanalo@itdi.dost.gov.ph

Re: INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE - NPC Registration

From : jmbmanalo@itdi.dost.gov.ph
Subject : Re: INDUSTRIAL TECHNOLOGY DEVELOPMENT
INSTITUTE - NPC Registration
To : NPC Compliance Support
<compliancesupport@privacy.gov.ph>

Mon, Jun 03, 2019 02:17 PM

From: "NPC Compliance Support" <compliancesupport@privacy.gov.ph>
To: JMBMANALO@ITDI.DOST.GOV.PH
Sent: Thursday, May 30, 2019 3:11:37 PM
Subject: INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE - NPC
Registration

Dear Mr/ Ms. Manalo,

Thank you for complying with the DPO Registration requirement of the National Privacy Commission.

We have received your submitted registration documents. However, you failed to include as supporting documents the **Appointment paper or Office Order of your DPO.**

In this regard, you are advised to scan the said document and submit it via email to dporegistration@privacy.gov.ph or reply to this message (send a scanned copy)

Your email should have the subject: *Name of Organization_DPO.*

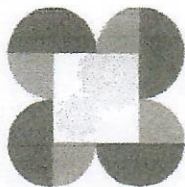
Assisting you with your compliance and answering your questions are a top priority for us. If you need immediate assistance, please contact us at:

Phone Number: (02)510-83-09 / 234-2228 loc. 118
Mobile Number: +639451534299 TNT
+639652863419 TM

Best regards,
Compliance and Monitoring Division
National Privacy Commission
5th Floor, Delegation Building, PICC,
CCP Complex, Pasay City

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February 3, 2021

ITDI SPECIAL ORDER NO. 023
Series of 2021

SUBJECT: ITDI COMMITTEES

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

HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

Chairperson	:	Dr. Norberto G. Ambagan
Co-Chair	:	Dr. Zorayda V. Ang
Members	:	Maria Pritina A. Gamboa
		Head of the Organization Unit where vacancy exists.
2 nd Level Rank & File Representative	:	AESE Representative AESE Representative (Alternate)
1 st Level Rank & File Representative	:	AESE Representative AESE Representative (Alternate)
HR Representative	:	Sharra Taywan

Head of the Division where the vacancy exists:

Division	Principal	Alternate
ADM	Chief/OIC, ADM	Merlita M. Regonda
CED	Chief/OIC, CED	Wilfredo A. Balais
EBD	Chief, EBD	Rochelle L. Retamar
FMD	Chief, FMD	Soledad S. Reyes
FPD	Chief/OIC, FPD	Ma. Elsa M. Falco
MSD	Chief/OIC, MSD	Marianito T. Margarito
NMD	Chief/OIC, NMD	Paulo Sabino B. Leones
PMISD	Chief, PMISD	Jose Mari B. Manalo
PTD	Chief, PTD	Cynthia M. Bihis
STD	Chief, STD	Marlon S.A. Aguinaldo
TSD	Chief, TSD	Lucila M. Alconera

Inspired by Technology, Driven by Innovation

Membership:

ASEAN Consultative Committee for Standards & Quality - Rubber-Based Product Working Group | ASEAN Rubber Testing Laboratory Committee | Asia Nano Forum (ANF) | Asia-Pacific Food Analysis Network (APFAN) | Asia Packaging Network (APN) | Asia Pacific Legal Metrology Forum (APLMF) | Asia Pacific Metrology Programme (APMP) | General Conference on Weights and Measures (CGPM) | ISTA Global and Asia Pacific International Association of Packaging Research Institutes (IAPRI)

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WRITERS POOL

Chairperson : Delia D. Gotis
Co-Chair : Margarita V. Atienza
Members:

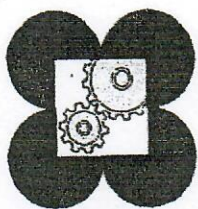
ADM : Sharra Taywan/Ma. Ethel Orbita
FMD : Haidee Merza
CED : Wilfredo A. Balais/Christopher Bilbao/Divine Rhea Ceruma
EBD : John Paul Matthew Guzman/Maria Christine Latosa/
Joven Barcelo/Madelaine Ebarvia
FPD : Maria Clarissa Manabat/Christian Niamey U. Cortado/
Pete Maverick Nicole Estudillo
MSD : Carlo S. Emolga/Josefina R. Celorico/Jillian Francesca Teh
PTD : Dane Archibald Balanon / Fernan S. Victoria / Carinna Saldana
STD : Admer Rey Dablio / Ma. Rachel V. Parcon /
Isaiah Ubando / Elyson Keith Encarnacion/Erish Daranciang
PMISD: Roland Andrew T. Cruz/ Mertella Lenie Ysulat
NML : Jes Andre G. Trillana / Maryness I. Salazar / Loreibelle N. Abian
TSD : Namnama Ganotisi/Cristina B. Candelaria/Reginald Roy U. Dela
Cruz/ Luzviminda P. Herrera / Albert Pallaya / Jose Ramon
Cuevaz

RECORDS MANAGEMENT IMPROVEMENT

Chair : Merlita Regonda
Members: Rosario Brucal Judith Tezano
Carmelita A. Umali Anthony Bauzon
Lumen Milo Raisa Tongson
Luzviminda Herrera Maricar Carandang

DATA PRIVACY ACT GROUP

Decision Maker : Annabelle V. Briones
Alternate DM for DPA : Zorayda V. Ang
Alternate DM for FOI : Nelia Elisa C. Florendo
Data Protection Officer (DPO)-Head : Jose Mari Manalo
Alternate DPO-Head : Gennie A. Ordoña
DPO-R&D Documents : Ma. Andriena Ida Ofina
DPO-Technical Services Document : Jacqueline Dinglasan
DPO-Administrative Document : Merlita M. Regonda
DPO-Budget and Finance Document : Josefina Perez
Request Receiving Officer : Albert Pallaya
Alternate : Anthony C. Bauzon



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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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:

SELECTION BOARD

Chair	:	Diana L. Ignacio	
Co-Chair	:	Reynaldo L. Esguerra	
Co-Chair	:	Janet F. Quizon	
Members	:	Head of Organizational Unit where vacancy exists:	
2 nd Level Rank & File Representative	:	AESE Representative	AESE Representative (Alternate)
1 st Level Rank & File Representative (Alternate)	:	AESE Representative	AESE Representative
HR Representative	:	Lolita Hernandez	

Head of the Division where the vacancy exists:

Division	Principal	Alternate
CED	Apollo Bawagan	Wilfredo Balais
EBD	Reynaldo L. Esguerra	Rochelle L. Retamar
FAD	Janet F. Quizon	Soledad S. Reyes
FPD	Norberto Ambagan	Ma. Dolor Villaseñor
MSD	Blessie Basilia	Josefina Celorico
NML	Aurora Kimura	Manuel Ruiz
PMISD	Zorayda Ang	Jose Mari Manalo
PTD	Daisy Tañafranca	Josefina Diaz
STD	Rosalinda Torres	Marlon Aguinaldo
TSD	Nelia Elisa Florendo	Lucila Alconera
Secretary	:	Sharra Abache

Our Business is Industry

Membership:

Asia Pacific Local Metrology Forum (APLMF)

Lumen Milo
Luzviminda Herrera

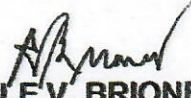
Josefina Perez
Maricar Carandang

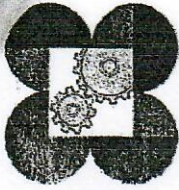
DATA PRIVACY ACT GROUP

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



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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March 6, 2018

ITDI SPECIAL ORDER NO. 067
Series of 2018

SUBJECT: ITDI COMMITTEES Part II

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

SELECTION BOARD

Chair	:	Diana L. Ignacio	
Co-Chair	:	Janet F Quizon / Reynaldo L. Esguerra	
Members	:		
2 nd Level Rank & File Representative:		Rocheel Lee C. Deluta	Adora T. Ortiz (Alternate)
1 st Level Rank & File Representative:		Persia Ada N. De Yro	Charles F. Palla (Alternate)
HR Representative	:	Divina M. Bacaltos	Lolita Hernandez (Alternate)

Head of the Division where the vacancy exists:

Division	Principal	Alternate
CED	Emelda Ongo	Wilfredo Balais
EBD	Reynaldo L. Esguerra	Ursela Bigol
FAD	Janet F. Quizon	Soledad S. Reyes
FPD	Norberto Ambagan	Ma. Dolor Villaseñor
MSD	Blessie Basilia	Josefina Celorico
NML	Aurora Kimura	Michael Jason Solis
PMISD	Zorayda Ang	Jose Mari Manalo
PTD	Daisy Tañafranca	Josefina Diaz
STD	Rosalinda Torres	Marlon Aguinaldo
TSD	Nelia Elisa Florendo	Lucila Alconera

Secretary : Sharra Abache

Our Business is Industry

Membership:

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

PERFORMANCE MANAGEMENT TEAM

Chairperson: Deputy Director for ATS

Members: Janet F. Quizon
Zorayda V. Ang
Norberto Ambagan
Rosalinda Torres
Ms. Rocheel lee C. Deluta – AESE Representative

Secretariat: Divina M. Bacaltos/HR

RECORDS MANAGEMENT IMPROVEMENT

Chair : Diana L. Ignacio

Co-chair: Merlita Regonda

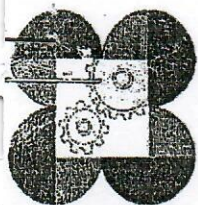
Members: Julieta B. Brigoli
Carmelita A. Umali
Lumen Milo
Luzviminda Herrera

Judith Tezano
Anthony Bauzon
Josefina Perez
Maricar Carandang

DATA PRIVACY ACT GROUP

Decision Maker	:	Director/OIC
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. Ordon
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



August 23, 2017

ITDI Special Order No.: 190
Series of 2017

Subject: Creation of the Freedom of Information (FOI) of 2016 and Data Privacy Act OF 2012 (DPA) Group

The FOI Bill was implemented through Executive Order (EO) No. 2 on 2016 and became known as Freedom of Information Order. The FOI provides every Filipino to have the right to access to information, official records, and public records and to documents and papers pertaining to official acts, transactions or decisions, as well as to government research data. The DPA of 2012 is an act protecting individual personal information in Information and Communications Systems in the Government and in the Private Sector. In compliance with the FOI and DPA, the following group is hereby created as follows:

GROUP	DUTIES AND RESPONSIBILITIES / TERM OF REFERENCE
Decision Maker (DM): Maria Patricia V. Azanza, Ph.D. Alternate DM for DPA: Diana L. Ignacio Alternate DM for FOI: Nelia Elisa C. Florendo	<ul style="list-style-type: none">• Decision Maker if the information can be disclosed or not to the requesting party• Has overall administrator level access on the organizational data
Data Protection Officer (DPO) – Head: Jose Mari B. Manalo Alternate DPO – Head: Gennie A. Ordoña	<ul style="list-style-type: none">• Review and provide brief evaluation report on the document request• Has overall administrator level access on the organizational data
DPO – R & D Documents: Ma. Andriena Ida D.A. Ofina	<ul style="list-style-type: none">• Document Guardian / Data Keeper of all R&D Documents• Has administrator level access on R&D Documents• Conduct R&D Documents inventory
DPO – Technical Services Document: Alvin B. Arante	<ul style="list-style-type: none">• Document Guardian / Data Keeper of all Technical Services Documents• Has administrator level access on Technical Services Documents• Conduct Technical Services Documents inventory
DPO – Administrative Document: Merlita M. Regonda	<ul style="list-style-type: none">• Document Guardian / Data Keeper of all Administrative Documents• Has administrator level access on Administrative Documents• Conduct Administrative Documents inventory

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Membership:

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

DPO – Budget and Finance Document: Josefina T. Perez	<ul style="list-style-type: none"> • Document Guardian / Data Keeper of all budget and financial documents • Has administrator level access on Budget and Financial documents • Conduct Budget and Financial Documents Inventory
Request Receiving Officer: Josephine B. King Alternate: Anthony C. Bauzon	<ul style="list-style-type: none"> • Receive document request • Conduct initial review of the document request • Forward document request to designated document guardian or data keeper • Release requested document
ALL	<ul style="list-style-type: none"> • Other duties related to the FOI and DPA activities and requirements

This order shall take effect immediately and shall remain in force until revoked by proper authority.



MARIA PATRICIA V. AZANZA, Ph. D.
Director

Our Business is Industry

Membership:

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