



REPUBLIC OF THE PHILIPPINES
Province of Cagayan
MUNICIPALITY OF STO. NIÑO

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 2023-03-01
Series of 2023

**GUIDELINES IN ACCESSING THE RESULTS OF LISTAHANAN 3
IN THE MUNICIPALITY OF STO. NIÑO CAGAYAN**

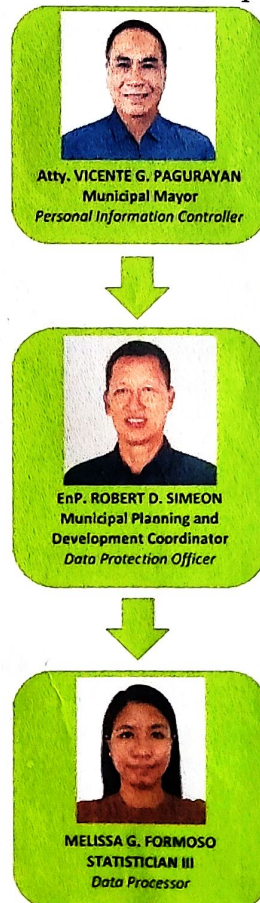
WHEREAS, pursuant to the Executive Order No. 867 which provides for the adoption of the National Household Targeting System, also known as Listahanan, as the mechanism for identifying the poor households who shall be the recipients of social protection program nationwide;

WHEREAS, the Municipal Government of Sto. Niño shall use this validated and reliable Listahanan data for a comprehensive and strategic planning for poverty reduction and for a needs prioritization of identified eligible beneficiaries of the municipality to optimize limited resources in the implementation of social protection services;

WHEREAS, this guide shall facilitate the Data Sharing of Listahanan 3 Results in the Municipality of Sto. Niño which is further strengthened by the mechanism of data sharing in compliance to the Republic Act 10173 or the Data Privacy Act of 2012 and the Executive Order No. 02, Series of 2016 on the Freedom of Information.

NOW THEREFORE, I, Atty. VICENTE G. PAGURAYAN, Municipal Mayor of Sto. Niño, Cagayan by virtue of the power vested in me by the law, do hereby order:

Section 1. Data Sharing Organization Chart of the Municipal Government of Sto. Niño





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Section 2. Definition of Terms

- a) Personal Information (PI) – refer to information from which the identity of an individual is apparent or can be reasonably ascertained by someone holding the information, or when put together with other information would certainly identify an individual
- b) Sensitive Personal Information (SPI) – refers to personal information about an individual's race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations. It also includes information on an individual's health, education, genetic or sexual life, or to any proceedings for any offense committed/alleged to have been committed by such person, the disposal of such proceedings or the sentence of court proceedings. If lost, compromised, or disclosed without authorization, this could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual
- c) Personal Information Controller (PIC) - refers to an individual who controls the collection, holding, processing or use of personal information, including an individual or organization who instructs another person or organization to collect, hold, process, use, transfer or disclose personal information on his or her behalf
- d) Data Protection Officer (DPO) – refers to an individual designated by the Personal Information Controller and tasked to ensure compliance with applicable laws and regulations for the protection and security of data
- e) Data Processor (DP) - refers to an individual task to process personal data pertaining to an individual or group

Section 3. Procedure for the Request of Personal Information

- a) Users of Personal Information shall submit a Letter of Request address to the Municipal Mayor/Personal Information Controller. The said letter should include the following information:
 - Purpose of the Request
 - List of Data Sets needed and how these will be used
 - Reasonable Timeline as to when the data is needed
 - Focal Person with contact details to whom the Data Processor will coordinate the release and the concomitant data protection and security concerns
- b) The Data Protection Officer shall review the request and make recommendations to the Municipal Mayor/Personal Information Controller for appropriate action.
- c) When the request is already approved by the Municipal Mayor/Personal Information Controller, the said request shall be forwarded to the Data Processor for data generation.
- d) Data Processor shall generate the requested data and prepare the Certificate of Orientation on the salient provisions of the Data Privacy Act of 2012. The Certificate of Orientation shall be signed by the Data Protection Officer and shall serve as basis for releasing the requested data.
- e) Data Processor shall release to the Focal Person the encrypted and password-protected Listahanan Data and the password to access the data.

Section 4. Effectivity. This Executive Order take effect immediately.

Done this 3rd day of March, 2023 at Sto. Niño, Cagayan.


Atty. VICENTE G. PAGURAYAN
Municipal Mayor