



UNIVERSITY OF THE PHILIPPINES
Quezon City

OFFICE OF THE PRESIDENT

7 March 2019

MEMORANDUM NO. TJH 2019-10

TO : VPAA Ma. Cynthia Rose Banzon Bautista
VPPF Joselito Florendo
VPA Nestor G. Yunque
VPD Elvira A. Zamora
VPPA Elena E. Pernia
VPLA Hector Danny D. Uy
Secretary Roberto M.J. Lara

Chancellor Michael L. Tan, UP Diliman
Chancellor Fernando C. Sanchez, Jr., UP Los Banos
Chancellor Carmencita D. Padilla, UP Manila
Chancellor Ricardo P. Babaran, UP Visayas
Chancellor Larry N. Digal, UP Mindanao
Chancellor Melinda DP. Bandalaria, UP Open University
Chancellor Raymundo D. Rovillos, UP Baguio
Chancellor Liza D. Corro, UP Cebu
Philippine General Hospital Director Gerardo D. Legaspi

SUBJECT: **Non Disclosure Undertaking (NDU) to be executed by all university personnel and those individuals performing services for UP pursuant to a Contract of Service**

Further to the earlier memorandum on Organizational and Technological Security Measures for Data Privacy Act (DPA) Compliance, the University of the Philippines System Data Protection Officer has recommended, and the UP President hereby orders all University personnel including contractuales or those performing services pursuant to a contract of service to execute non disclosure undertakings (NDU) pursuant to the requirements of the DPA, its IRR and applicable NPC issuances, RA 6713 and other applicable laws and issuances. Kindly refer to the attached format which must be filled up and modified depending on the employment status of UP personnel.

We request that the UP Diliman Sentro ng Wikang Pilipino, through UP Diliman Chancellor Tan to provide official translations for the NDU in Filipino, as well as other Philippine languages, so that the same can be used at the soonest possible time by units to enable those personnel whose mother tongue is not English to fully comprehend import and execute the corresponding NDU in the Filipino language that they understand.

We likewise encourage offices to facilitate the execution of the NDU by subsidizing the costs for notarization of the said document.


Please see to it that a copy of the notarized NDU is:

- a. given to the personnel concerned for her/his reference . You will note that the NDU is worded such that it explains the lawful basis for processing of personal information under the DPA and practical measures that personnel may resort to in order to comply with their obligations under the DPA and NDU, to seek advice from relevant offices if unsure of what their obligations are. Having a copy of the NDU will enable personnel to be guided in complying with DPA and other confidentiality requirements under existing laws and rules.

- b. kept in the personnel's 201 file by the unit concerned and by the proper HRDO.

UP ITDC as well as CU IT offices are also requested through their respective Chancellors to study how the NDU can be uploaded to the relevant sites or UP information processing systems to enable personnel to readily download the form, fill in the blanks and modify the same as necessary and to give their electronic consent or signature for an electronic version of the form.

For your immediate compliance.



TEODORO J. HERBOSA, M.D.
Executive Vice President
By authority of the President