



UNIVERSITY OF THE PHILIPPINES
Quezon City

OFFICE OF THE PRESIDENT

18 October 2019

MEMORANDUM TJH 2019-25

FOR: Chancellor Michael L. Tan, UP Diliman
Chancellor Fernando C. Sanchez, Jr., UP Los Baños
Chancellor Carmencita D. Padilla, UP Manila
Chancellor Ricardo P. Babaran, UP Visayas
Chancellor Melinda DP. Bandalaria, UP Open University
Chancellor Larry N. Digal, UP Mindanao
Chancellor Raymundo D. Rovillos, UP Baguio
Chancellor Liza D. Corro, UP Cebu

Vice President Ma. Cynthia Rose Banzon Bautista
Vice President Elvira A. Zamora
Prof. Paulo Noel G. Paje, UPITDC
Dr. Rommel B. Rodriguez, Direktor, SWF, UP Diliman

**SUBJECT: POSTING OF THE UP PRIVACY NOTICE FOR PERSONNEL AND
SUBMISSION OF SIGNED DATA PRIVACY CONSENT FORMS**

Please ensure that the attached privacy notice for UP personnel is posted in the proper System (e.g. <https://privacy.up.edu.ph/>) and constituent university web pages (e.g., HRDO).

The UP Diliman *Sentro ng Wikang Filipino* is directed to provide a Filipino translation of the privacy notice and corresponding consent form so that personnel can opt to read and sign the said form in Filipino or English.

The UP Information Technology Development Center is directed to email a copy of this memorandum and the attached privacy notice and consent form (in Filipino and English) to personnel via their respective UP email addresses.

Also, please ensure that the attached privacy notice and corresponding consent form are posted or uploaded in the relevant System and constituent university data processing systems (e.g., SAIS, UPD CRS, HRIS, FMIS) such that personnel who use said systems cannot log into them without reading and giving their electronic consent for the processing of their personal and sensitive personal information pursuant to the privacy notice.

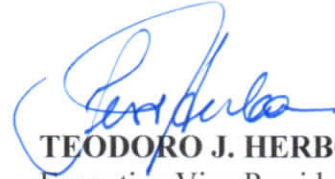
All offices are directed to print out and post the privacy notice (in Filipino and English) to enable personnel who do not have internet access to read the same.

Within ten days after the posting and circulation of the said privacy notice the respective human resources development offices (HRDO) must require all UP personnel to sign and

submit the paper copies of the consent form to the proper HRDO through channels. The signed forms shall be kept in the respective files of the proper unit and HRDO.

HRDOs and other relevant offices should also insert the text of the grant of consent, in favor of UP, to process personal and sensitive personal information, in the proper UP forms (e.g., forms for applicants for UP posts, request for medical leave).

For your immediate compliance.



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