



Republic of the Philippines
Province of Bohol
MUNICIPALITY OF LOON
OFFICE OF THE MAYOR

EXECUTIVE ORDER NO. 37
Series of 2023

SETTING THE GUIDELINES IN ACCESSING THE DATA GENERATED BY THE NATIONAL HOUSEHOLD TARGETING SYSTEM FOR POVERTY REDUCTION (NHTS-PR) OR LISTAHANAN 3

WHEREAS, Executive Order No. 867 provides for the adoption of the National Household Targeting System for Poverty Reduction (NHTS-PR), now known as the LISTAHANAN 3, as a mechanism for identifying poor households who shall be recipients of social protection programs nationwide;

WHEREAS, in compliance with the above-stated directive, the data generated from the results of the LISTAHANAN 3 Assessment shall be shared primarily with the concerned national government agencies (NGAs) and other stakeholders;

WHEREAS, sharing the results of the LISTAHANAN 3 with internal users will strengthen the mechanism for data sharing and ensure compliance with pertinent laws including Republic Act 10173, otherwise known as the Data Privacy Act of 2012, and Executive Order No. 02, Series of 2016, entitled "Operationalizing in the Executive Branch the People's Constitutional Right to Information and the State Policies of Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefor";

WHEREAS, personal information (PI) from which the identity of an individual is apparent or can be reasonably ascertained by someone holding such information, or when put together with other information, would certainly identify an individual;

WHEREAS, sensitive personal information (SPI), like an individual's race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations, as well as information on an individual's health, education, genetic or sexual life, or any proceedings for any offense committed or alleged to have been committed by such person, can be disclosed without authorization resulting in substantial harm, embarrassment, inconvenience, or unfairness to an individual;

NOW THEREFORE, premises considered and by virtue of the authority vested upon me under the Local Government Code and other existing laws, I, Elvi Peter L. Relampagos, mayor of the Municipality of Loon, Bohol, do hereby declare and order the following:

Section 1. Designation and Tasks of Officers for Data Protection, Security and Sharing. - These individuals shall be composed of the following:

- 1a. **Data Protection Officers (DPOs)** – designated by the Local Chief Executive (LCE) based on the recommendation of the Municipal Social Welfare and Development Officer (MSWDO) to ensure compliance with applicable laws and regulations for the protection and security of data.
- 1b. **Compliance Officer for Privacy (COP)** – designated by the LCE based on the recommendation of the MSWDO to perform some of the functions of the DPOs as provided under NPC Advisory No. 2017-01, and ensure that the latter comply with applicable laws for data protection and security.

- 1c. **Focal Person** – designated by the Open Broadcaster Software (OBS) Director, who is based in the DSWD Regional Office, to coordinate with the LISTAHANAN 3 on matters pertaining to data sharing.

Section 2. To expedite the release of the LISTAHANAN data, the Local Government Unit of Loon, through the MSWDO, shall follow the prescribed process in responding to internal users' requests for personal information, to wit:

- 2a. The requesting party, which may include the LGU's development partners, shall submit a written request for data addressed to the LCE. This written request should include the following information:
- 2a1. Purpose of the request;
 - 2a2. List of data requested and how these will be used;
 - 2a3. Reasonable timeline as to when the requested data is needed; and
 - 2a4. Name of focal person with whom the concerned DPO will coordinate in regard to the release of data, and the concomitant data protection and security concerns.
- 2b. The designated DPO/COP shall review the request and make recommendations for appropriate action by the Municipal Mayor.
- 2c. If the request is approved, the LCE shall forward the request to the concerned DPO.
- 2d. The DPO shall generate the requested data and prepare the Certificate of Orientation based on the salient provisions of the Data Privacy Act. The DPO-signed certificate shall serve as basis for releasing the requested data.
- 2e. The DPO shall release to the Focal Person the compact disc or hard drive containing the encrypted and password-protected LISTAHANAN data as well as the password used to access the data therein.

Section 3. Effectivity. - This Executive Order shall take effect immediately.

Issued this 19th day of December 2023 in the Municipality of Loon, Bohol.


ELVI PETER L. RELAMPAGOS
Mayor 