



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
College, Laguna, Philippines 4031

Office of the Vice-Chancellor for Administration

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24 January 2020

MEMORANDUM NO. 07

Series of 2020

**T O: All Vice-Chancellors, Deans, Directors,
Department Chairs and Unit Heads**

**SUBJECT: Reiteration of OVCA Memorandum NO. 43 dated
06 November 2019 on Submission of Data Privacy
Consent Form**

Please be informed that non-submission of signed Data Privacy Consent Form prevents the University to process services which uses personal information. The list of processes can be found from pages 4 to 6 of the Privacy Notice for University of the Philippines Personnel. One of the processes which require your consent is the processing of payroll, allowances and other benefits, and make direct deposit of payments to bank account.

In view of this, all personnel who have not yet complied are required to submit your signed data privacy consent form to HRDO on or before 29 January 2020.

Failure to submit the forms is subject to Violation of Reasonable Office Rules and Regulations under Rule 10, Section 50. F.3 of the 2017 Rules on Administrative Cases in the Civil Service.

For compliance.

CRISANTO A. DORADO
Vice-Chancellor