



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

PHASE-ONE REGISTRATION REQUIREMENTS
Registration of a Data Protection Officer

For the public sector	For the private sector
<ol style="list-style-type: none">1. Registration Form2. Official Designation Letter of the Head of the Agency;3. Appointment Letter of the Data Protection Officer or Compliance Officer;4. Appointment Letter of the Authorized Personnel, if applicable; and5. Special or Personal Order designating the DPO or CO and/or Authorized Personnel.	<ol style="list-style-type: none">1. Registration Form2. Notarized SEC Certificate or any other similar document;3. DTI Certificate or any other similar document; and4. Notarized Secretary's Certificate authorizing the appointment of the Data Protection Officer or Compliance Officer and/or the Authorized Personnel. Other documents to demonstrate validity of appointment or designation.

* Photocopies of the documents above are accepted.