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MEMORANDUM ORDER

No. 07
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SUBJECT : DATA PRIVACY MANUAL FOR THE REGISTRY SYSTEM FOR BASIC SECTORS IN AGRICULTURE (RSBSA)

I. BACKGROUND

THE RSBSA

The Registry System for Basic Sectors in Agriculture (RSBSA) is an electronic compilation (database) of information on DA's primary stakeholders (farmers, farmworkers, fisherfolk, and agri-youth), to wit: personal and socio-economic information, agri-fishery activities and livelihood information, and interventions received and programs/services participated.

Section 41 of the R.A. No. 8435 otherwise known as "Agriculture and Fisheries Modernization Act of 1997" mandates the creation of the National Information Network (NIN). In relation to this, the Registry System for Basic Sector in Agriculture (RSBSA) was adopted based on the Memorandum of Agreement in 2011 between Department of Budget and Management (DBM), Department of Interior and Local Government (DILG), Department of Agrarian Reform (DAR), National Statistics Office (NSO) and Department of Agriculture (DA) and used by DBM to target beneficiaries of different agri-fishery support programs of the government as implemented by various government agencies.

The RSBSA serves as a requirement and basis for implementing various programs such as providing production input and financial assistance, insurance services, and other interventions that cater to Filipino farmers and fisherfolk. Hence, all farmers and fisherfolk registered in the RSBSA are given priority in the targeting and implementation of the respective agency programs in accordance with the special provisions embodied in the General Appropriations Act (GAA).

However, since its conception in 2013, the data listed in the RSBSA has not been updated. Therefore, the pressing need to establish a means to update the registry to address issues of comprehensibility, precision, and accuracy of data allowed the DBM to authorize the DA to spearhead this activity in 2018 through a letter addressed to the DA Secretary, signed by the then DBM Secretary.

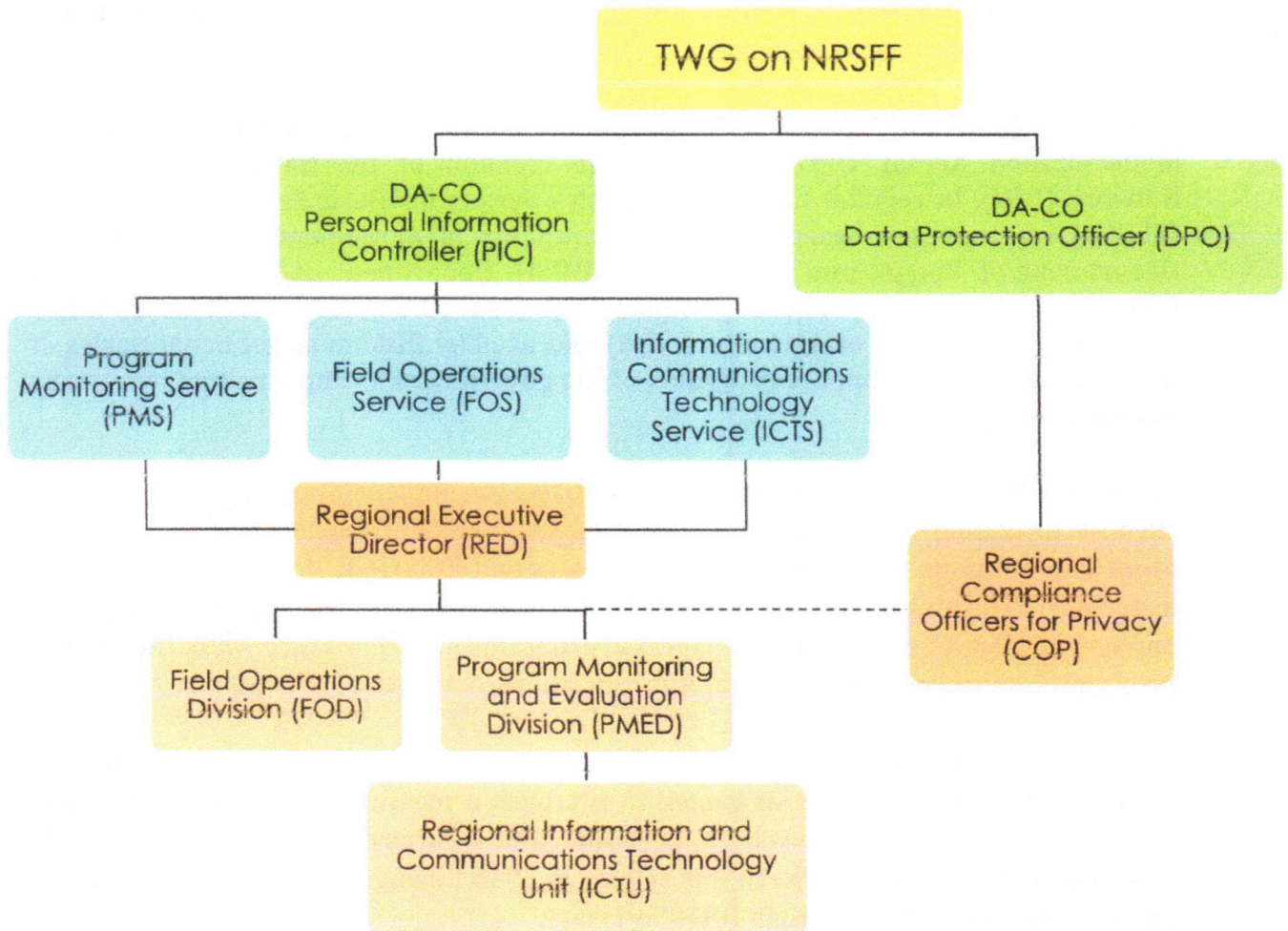
For this purpose, the DA developed the national RSBSA Profiling Platform (RSBSAPP), a web-based system designed to allow an efficient, real-time, and accessible updating of the RSBSA. During the last quarter of 2019, the DA prompted the updating of the RSBSA by sending out enrollment forms, instructional manuals, information materials, and operationalizing the RSBSAPP in each DA-RFO. In addition, the official updating of the RSBSA registration protocol to guide the implementation led by the DA-RFOs was authorized pursuant to the Protocol for Registration and Updating of the RSBSA issued on 17 September 2019 (General Documents: OSEC-09-19-9567).

RSBSA-NPMO AND TWG ON NRSFF

Through DA Special Order No. 1161, Series of 2018, the creation of a National Program Management Office (NPMO) was established for the purpose of the RSBSA Updating program implementation. The RSBSA-NPMO serves as the office in the DA-Central Office responsible for overseeing and monitoring the program implementation of the RSBSA-Regional Program Management Offices (RPMOs) and cascades unified and systematic protocols and mechanisms to ensure that the program achieves its vision, mission, and objectives.

Above the RSBSA-NPMO is the Technical Working Group on National Registry System for Farmers and Fishers (TWG on NRSFF), created through DA Special Order No. 853, Series of 2020, which facilitates the completion of the updating of the RSBSA. The TWG on NRSFF approves or disapproves activities based on the relevance and appropriateness of the activity to the overall progress of the program.

ORGANIZATIONAL STRUCTURE OF THE TWG ON NRSFF



FUNCTIONS OF THE TWG ON NRSFF

The TWG on NRSFF has the following functions:

DA CO – Field Operations Service (FOS)

- Formulates or update as necessary, the implementation guidelines and protocol for the data collection, registration procedures, and updating of information of

legitimate farmers, farm workers, fisherfolk, and agri-youth in the RSBSA, subject to the approval of the RSBSA-National Program Steering Committee (RSBSA-NPSC);

- Identifies emerging RSBSA concerns related to the profiling of farmers and fisherfolk and devises solutions that may consist of strategic planning, process evaluation, protocol amendment, systems enhancement, organizational change, and/or policy development;
- Designs and conceptualizes systems, tools, and materials necessary for RSBSA registration and updating; and
- Performs other duties/related tasks that may be deemed necessary by the RSBSA-NPSC and National Technical Working Group (NTWG).

DA CO – Information and Communications Technology Service (ICTS)

- Identifies existing agri-fishery registry databases that must be integrated and/or harmonized with the RSBSA for the achievement of a complete and centralized agri-fishery registry;
- Formulates guidelines and procedures for the harmonization of beneficiary lists per banner program to identify verified active farmers and fishers, subject to the approval of the RSBSA-NPSC;
- Coordinates with concerned agencies and offices and consolidate relevant information, data, or list that may be useful for the harmonization of databases and the establishment of a centralized database;
- Creates and maintain different dashboards related to RSBSA;
- Performs other duties/related tasks that may be deemed necessary by the RSBSA-NPSC and NTWG.

DA CO – Program Monitoring Service (PMS)

- Institutionalizes the use of RSBSA Reference Number (RSBSAPP-generated reference number) as the official and unique identification of each DA stakeholder and the collection of a standard data set requirement necessary for monitoring DA interventions, programs, projects, and activities;
- Identifies existing interventions monitoring systems that must be integrated for a harmonized data collection and monitoring;
- Designs, develops, and maintains a system enumerating the interventions received and participated in by each RSBSA registrant; and
- Ensure that all RSBSA registrants are issued with DA Interventions Monitoring Card to be presented as identification card in receiving or participating in any DA program.

DA CO – Data Protection Officer (DPO)

- Performs the duties and responsibilities provided for under National Privacy Commission (NPC) Advisory No. 2017-01;
- Monitors and ensures the compliance of all RSBSA-related systems to the Data Privacy Act of 2012; and
- Coordinates with Regional Compliance Officers for Privacy (COP) as regards all RSBSA data privacy matters in their respective regions.

DA RFO – Compliance Officer for Privacy (COP)

- Performs the duties and responsibilities provided for under National Privacy Commission (NPC) Advisory No. 2017-01;
- Assists the Data Protection Officer in monitoring and ensuring the compliance of RSBSA-Related systems to the Data Privacy Act of 2012 within their respective regions;

DA RFO – Regional Executive Director (RED)

- The DA-Regional Field Offices (DA-RFOs) shall be primarily and directly responsible for implementing the program in their respective regions. For this purpose, the Regional Executive Director (RED) shall create a Regional Program Management Office (RPMO) and designate a Permanent and Alternate RSBSA Focal Person who will oversee the implementation of the RSBSA updating at the regional level.

DA RFO – Field Operations Division (FOD) and Planning, Monitoring and Evaluation Division (PMED)

- Oversees the execution of guidelines issued by the NPMO;
- Monitors the implementation of RSBSA at the municipal level; and
- Coordinates with LGUs and other agencies involved in the RSBSA registration and updating.

DA RFO – Information and Communications Technology Unit (ICTU)

- Leads the regional RSBSAPP encoding and administration;
- Ensures data is up-to-date and of quality, regularly exercising efforts to reconcile detected probable duplicates and resolve erroneous data; and
- Documents all activities involved and related to the encoding of records.

THE DATA PRIVACY ACT

Republic Act No. 10173, also known as the Data Privacy Act of 2012 (DPA), aims to protect and ensure the security of personal data in information and communications systems both in the government and the private sector.

The DPA ensures that entities or organizations processing personal data establish policies, and implement measures and procedures that guarantee the safety and security of personal data under their control or custody, thereby upholding every individual's data privacy rights. A personal information controller (PIC) or personal information processor (PIP) is instructed to implement reasonable and appropriate measures to protect personal data against natural dangers such as accidental loss or destruction, and human dangers such as unlawful access, fraudulent misuse, unlawful destruction, alteration, and integrity breach.

II. INTRODUCTION

The Registry System for Basic Sectors in Agriculture (RSBSA) respects and values the data privacy rights of its personnel and beneficiaries, specifically the farmers and fisherfolk, and ensures that all personal data collected within the registry system is processed in adherence to the DPA's general principles of transparency, legitimate purpose, and proportionality.

This Privacy Manual is created as a set of protocols that must be observed and followed all throughout the information lifecycle (i.e. collection to destruction), especially in addressing concerns pertaining to the sharing of data with other agencies or individuals who seek to collaborate with the RSBSA of the DA in the implementation of projects and/or in the creation of policies involving farmers and fisherfolks.

Moreover, this Manual serves as a handbook governing the protection of personal data and the rights of the data subjects involved in the processes of the RSBSA, in accordance with the DPA and its Implementing Rules and Regulations (IRR).

III. DEFINITION OF TERMS

For purposes of this Manual, the following terms are defined as follows:

1. **(DA) Attached Agencies and/or Corporation** - refers to those with attachment or lateral relationship with the DA for purposes of policy and program coordination. The agencies attached to DA shall continue to operate and function in accordance with their respective charters, laws or orders creating them, except as otherwise provided in E.O. 292.
2. **(DA) Bureaus** - refers to any principal subdivision of the DA performing a single major function or closely related functions. Specifically, the DA has the following bureaus:
 - a. Agricultural Training Institute (ATI);
 - b. Bureau of Agricultural Fisheries and Engineering (BAFE);
 - c. Bureau of Agricultural Research (BAR);
 - d. Bureau of Agriculture and Fisheries Standards (BAFS);
 - e. Bureau of Animal Industry (BAI);
 - f. Bureau of Fisheries and Aquatic Resources (BFAR);
 - g. Bureau of Plant Industry (BPI);
 - h. Bureau of Soils and Water Management (BSWM); and
 - i. Philippine Rubber Research Institute (PRRI).
3. **Consent of Data Subject** - refers to any freely given, specific, informed indication of will, whereby the data subject agrees to the collection and processing of personal information about and/or relating to him or her. The consent shall be evidenced by written, electronic, or recorded means.
4. **Compliance Officer for Privacy (COP)** - refers to an individual or individuals who shall perform some of the functions of a DPO as provided in NPC Advisory No. 2017-01, and any other issuance as may be issued by the NPC. Specific duties and responsibilities of the COP are provided for under S.O. No. 422, series of 2022, or any other Special Order as may hereafter be issued by the DA.
5. **Data Subject** - refers to an individual whose personal, sensitive personal or privileged information is processed as defined in Section III(17) hereunder. It may refer to individuals inside or outside this organization (i.e. officers, employees, consultants, and clients).
6. **Department of Agriculture (DA)** - is the executive department of the Philippine government responsible for the promotion of agriculture and fisheries development and growth. It pushes for increased food sufficiency as an effort to ensure food availability, accessibility, and affordability.
7. **Filing System** - refers to any set of information relating to natural or juridical persons to the extent that, although the information is not processed by equipment operating automatically in response to instructions given for that purpose, the set is structured, either by reference to individuals or by reference to criteria relating to individuals, in such a way that specific information relating to a particular person is readily accessible.
8. **Information and Communications System** - refers to a system for generating, sending, receiving, storing or otherwise processing electronic data messages or electronic documents and includes the computer system or other similar device by or which data is recorded, transmitted or stored and any procedure related to the recording, transmission or storage of electronic data, electronic message, or electronic document.

9. **City/Municipal Agriculturist Office (C/MAO)** - refers to the office in-charge of employing and managing programs and activities relative to agriculture and fisheries of the city/municipality.

10. **National Privacy Commission (NPC)** - is the agency responsible to ensure compliance with international standards set for data protection of the country. It is the government's arm which ensures that the involved bodies remain in full control of its processed personal information in this digital age. It safeguards the rights of the data subject while ensuring the free flow of information for innovation, growth, and national development.

11. **Network Detection and Response (NDR) Tool and the Network Firewall (FW) Appliance** - are tools that provide network security capabilities needed by the Department for protecting its hosted systems. These greatly reduce the attack surface by identifying and allowing access to authorized applications and websites only and providing network-level protection for vulnerabilities. Further, it will also provide advanced anti-malware capabilities and secure connectivity via remote access. The NDR and Network FW Appliance permit to counter-attack the suspicious or malevolent traffic and threats.

12. **Personal Information (PI)** - refers to any information whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information or when put together with other information would directly and certainly identify an individual.

13. **Personal Information Controller (PIC)** - refers to a person or organization who controls the collection, holding, processing, or use of personal information, including a person or organization who instructs another person or organization to collect, hold, process, use, transfer or disclose personal information on his or her behalf. In this case, the PIC is the DA.

14. **Personal Information Processor (PIP)** - refers to any natural or juridical person qualified to act as such under the DPA to whom a personal information controller may outsource the processing of personal data pertaining to a data subject.

15. **Processing** - refers to any operation or any set of operations performed upon personal information including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.

16. **Registry System for Basic Sectors in Agriculture (RSBSA)** - is the electronic compilation or database of basic information on farmers, farm laborers, and fisherfolk who are the target beneficiaries of agriculture-related programs and services.

17. **RSBSAPP for LGU (RSBSAPP-LGU)** - is a version of the RSBSAPP specifically designed for utilization of capable Local Government Units (LGU) to facilitate the registration of farmers in their local jurisdiction in support of the updating of the Registry System for Basic Sectors in Agriculture (RSBSA).

18. **RSBSA Profiling Platform (RSBSAPP)** [Formerly called Farmers and Fisherfolk Registry System (FFRS)] - refers to an online system used to facilitate the registration of farmers in support of the updating of the RSBSA.

19. **Registry System for Basic Sectors in Agriculture - Project Management Office (RSBSA-PMO)** - refers to the office composed of the RABSA-NPMO, ICTS, and DA RFOs.