



DR. DIOS DAÑO M. SAN ANTONIO

DEPARTMENT OF EDUCATION
KAPURUCHA DEPT. OF EDUCATION
Kapurucha Dep't of Education

REPED CAVITE PROVINCE

8/13/18
for your approval
please
Parker - God Bless
J. P. Reyes

6-1 4023 TIME 9:13

Re: Kapurucha Dept of Education

The Department of Education (DOE) of the Province of Cavite has developed a module titled "Data Privacy Module for Schools" which was developed in accordance with the Data Privacy Act of 2012 (RA 10173) and its implementing rules and regulations. The module is designed to assist school officials and personnel in understanding the requirements of the law and in implementing the necessary measures to protect the personal information of students and staff members.

What:	Data Privacy Module for Schools
When:	29 September 2018
Where:	Century Park Hotel, 500 P. Delgado Street, 0804 Malabon City
Cost:	₱5,000.00 (Five Thousand Pesos) and DP 1.80

In view of the above, we seek your kind assistance to endorse and disseminate the module to all concerned personnel in the schools under your jurisdiction. An official copy of the module is attached for your reference.

Very truly yours,
Dios Daño M. San Antonio

TO: All Concerned Personnel August 14, 2018

For your information, guidance and approval as attendance to any activity of school-based personnel and learners is within your discretion. For Official Time Only. No Government / School Funds shall be used.

CHERRYLOU D. REPIA
Schools Division Superintendent



August 7, 2018

DR. DIOSDADO M. SAN ANTONIO

Director IV, Regional Director
DEPARTMENT OF EDUCATION
Region IV- A CALABARZON
Gate 2 Karangalan Village
1900 Cainta Rizal

DEPED CAVITE PROVINCE

RECEIVED

DATE: 8/13/18

BY: C-14023 TIME: 9:13

for your appropriate action, please God Bless

J. P. Reyes

Re: Request for DepEd Endorsement

Dear Dr. San Antonio:

The Data Privacy Act of 2012 is one of the laws that greatly affect our policy environment in the academe. **Estrada & Aquino Law** has developed a module customized specially for schools to train its key officials and Data Privacy Officers (DPOs) to develop their institution's data privacy policy, to demonstrate accountability and compliance, and to address actual privacy issues/challenges confronting the schools.

The details of the seminar-workshop are as follows:

What:	Data Privacy Made Easy for Schools
When:	29 September 2018
Where:	Century Park Hotel, 599 P. Ocampo Street, 1004 Malate, Manila,
Investment Training:	P 5,000.00 (inclusive of Snacks, Lunch, and DPA Kit)

In this regard, we seek your kind assistance to endorse and disseminate the conduct of the said seminar-workshop among the schools within your jurisdiction. Attached are the following:

1. Program description; and
2. Invitation letter to participants

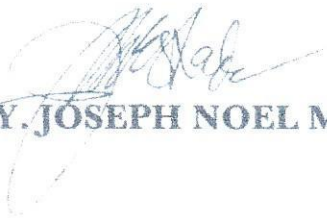
Copies of General Information of Estrada and Aquino Law and our SEC Registration are also attached for your reference.

For more information about the seminar-workshop visit :

<https://spark.adobe.com/page/R92vtdL7edRge/>

We look forward to your favorable response on this matter and thank you in advance!

Sincerely yours,



ATTY. JOSEPH NOEL M. ESTRADA



ATTY. TERESE RAY ANNE O. AQUINO. LL.M., CIPP/E



Title: DATA PRIVACY MADE EASY FOR SCHOOLS

Seminar-workshop

Date: 29 September 2018 (Saturday)

Venue: Century Park Hotel
599 P. Ocampo Street, Manila 1004

Rationale:

The Data Privacy Act of 2012 (Republic Act No. 10173) has been in full effect this year and it substantially affects the education sector – being a *virtual buffet of valuable data*. Education institutions act as Personal Information Controller under the Law. They have the ultimate responsibility over all information of their students and school personnel. They are accountable for complying with the requirements of the law to ensure protection of personal information and privacy of individuals. As such, it is no surprise that questions are being raised on how schools can demonstrate its compliance under the law.

Developing privacy compliance can be complex and challenging as no one-size-fits-all program. In order to assist and guide schools in their compliance, Estrada & Aquino Law has developed a module customized specially for schools to train its key officials and Data Privacy Officers (DPOs) to develop their institution's data privacy policy, to demonstrate accountability and compliance, and to address actual privacy issues/challenges confronting the schools.

Objectives:

This seminar-workshop aims to:

1. Guide the schools in the development of their privacy framework;
2. Help build the privacy team;
3. Guide the participants to develop their data-governance strategy for personal information and establish security measures and practices;
4. Help draft and develop organizational privacy policies and standards and internal controls on the following:
 - Privacy Notice;
 - Retention Policy;
 - Confidentiality Agreement;

- Data Processing Agreement;
- Subject Access Request;
- Consent forms;
- Data Breach Management;
- Human Resource Privacy Policy;
- Student Media Release and Consent;
- Bring your own Device Policy;
- CCTV policy;
- Marketing Consent;
- Research guidelines;
- Privacy in Disciplinary cases;
- Data Use and Protection Agreement.

Duration: It is a one-day seminar-workshop from 7:00 am to 4:00 pm.

Target Participants: School's Data Privacy Officer/team, administrators, human resource personnel, heads of department, principal, and office heads.

Training investment: Five Thousand Pesos (P5,000.00) - inclusive of morning and afternoon snacks, lunch, and workshop kits.

Registration: Send email at docket@estradaaquino.com or contact us at (02) 531 8166

Resource Speakers:

Atty. Joseph Noel M. Estrada, *Managing Partner of Estrada and Aquino Law*

He represents private education in policy consultations in the Department of Education, Commission on Higher Education, and Technical Education and Skills Development Authority. He currently acts as counsel to national educational associations which include the Coordinating Council of Private Educational Associations (COCOPEA), Catholic Educational Association of the Philippines (CEAP), Philippine Association of Private Schools, Colleges, and Universities (PAPSCU), Fund Assistance to Private Education (FAPE), Philippine Accrediting Association of Schools, Colleges, and Universities (PAASCU), South Manila Education Consortium (SMEC), and Philippine Business for Education (PBed) and the National Collegiate Athletic Association or the NCAA.

Atty. Estrada helped draft R.A. 10533 or "The Enhanced Basic Education Act of 2013" and actively engaged in its public discourse and legislative deliberations. He was one of the handful who wrote its Implementing Rules and Regulations (IRR) and, hence, has an insider's understanding of the law and its implications. In September 2013 he wrote a book entitled, "K to 12: Republic Act 10533 and Relevant Education Policies", published by

Vibal Foundation. He was also instrumental in the passage of RA 10687 or the UniFAST Law; and RA 10931 or the Universal Access to Quality Tertiary Education.

Atty. Terese Ray Anne O. Aquino, LL.M., CIPP/E, *Senior Partner of Estrada and Aquino Law*

Atty. Anne obtained her Master of Laws (LL.M.) in Global Business Law at the University of Washington, School of Law, in Seattle, USA. She has extensive knowledge on various United States federal laws such as the US Antitrust laws. She took specialized courses on US Medical Malpractice, International Business Trade and World Trade Organization, US Intellectual Property (Trademark, Patent, Copyright, and Trade Secrets).

In 2018, she successfully passed the Washington State Bar Examination and will soon be admitted to the practice of law in the United States of America. Atty. Anne has earned the ANSI-accredited Certified Information Privacy Professional/Europe (CIPP/E) credential through the International Association of Privacy Professionals (IAPP). The Certified Information Privacy Professional (CIPP) is the world's first broad-based global privacy and data protection credentialing program developed and launched by the IAPP. The IAPP is the first organization to publicly establish standards in professional education and testing for privacy and data protection. Atty. Anne joins the ranks of more than 10,000 professionals worldwide who currently hold IAPP certification.



ESTRADA & AQUINO

July 25, 2018

Dear Colleagues in Private Education:

The Data Privacy Act of 2012 is one of the laws that greatly affect our policy environment in the academe. While its importance cannot be overemphasized, compliance with the requirements of the law is a complex task and most schools are not ready for such a challenging obligation.

Estrada & Aquino Law has developed a module customized specially for schools to train its key officials and Data Privacy Officers (DPOs) to develop their institution's data privacy policy and to demonstrate accountability and compliance.

It is for this reason we are extending you this invitation to send your Data Privacy Officer and/or Head of School to attend our one-day seminar workshop entitled, *"Data Privacy Made Easy for Schools"*, on **September 29, 2018**, at **Century Park Hotel**, 599 P. Ocampo Street, 1004 Malate, Manila.

In this seminar-workshop, participants will be guided and trained to develop and draft their own institution's data privacy policies, standards, and controls. For the first time, we will train participants to draft forms which include: *Privacy Notice; Retention Policy; Confidentiality Agreement; Data Processing Agreement; Subject Access Request; Consent forms; Data Breach Policy; Human Resource Privacy Policy; Student Media Release and Consent; Bring your own Device Policy; CCTV policy; Marketing Consent; Research guidelines; and Data Use and Protection Agreement.*

For efficient conduct of the seminar-workshop, we would like to keep the number of participants to a manageable size. We therefore kindly request for institutions to limit their delegates so we can accommodate more schools.


The seminar-workshop training investment shall be in the amount of FIVE THOUSAND PESOS (PHP 5,000.00) per participant inclusive of meals, seminar kits, and materials. Registration shall open on **August 1, 2018** until **September 15, 2018**. After said date, registration shall be upon request and higher fee may be charged. (Please see attached details and procedure for registration).

We encourage you to take advantage of this opportunity for institutional development and capability building through the training of your key school officials.

We will conduct the seminar-workshops personally. Attached is our brief professional profile for your reference.

Thank you very much and see you all at the venue!

Sincerely yours,



ATTY. JOSEPH NOEL M. ESTRADA



ATTY. TERESE RAY ANNE O. AQUINO. LL.M., CIPP/E



DATA PRIVACY MADE EASY FOR SCHOOLS
September 29, 2018
Century Park Hotel, Malate Manila

Registration Form No.	
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Thank you for your interest in **Data Privacy Made Easy for Schools** which will be held on September 29, 2018 at Century Park Hotel, Malate Manila. Please take time to read our privacy notice and should you need to review the details of the event, please see attached.

Name:

<i>Title</i>	<i>First Name</i>	<i>Last Name</i>
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Designation:

Name of School:

Address of School:

Contact No.:

Mobile No.:

Email Address:

The foregoing personal information shall be used to facilitate your registration in the event. Should you wish to receive future communication from us, please tick the boxes below:

- Yes please, I would like to receive communication by email.
- Yes please, I would like to receive communication by mobile.
- No thank you, I do not wish to receive communication.

Name and Signature

Date

Next STEPS:

1. Please send via email your completed and signed registration form at docket@estradaaquino.com.
2. Please settle your registration fee (**FIVE THOUSAND PESOS [P5,000.00]**) on or before September 15, 2018 to confirm your participation. Kindly deposit your payment at:

Bank: BDO Robinsons East Branch
Account Name: Estrada & Aquino Law Co.
Account Number: 004680228515

3. Please send via email your deposit slip at docket@estradaaquino.com for proper tagging of your payment. Pls. indicate the following:
Subject: Data Privacy Registration
 - Name
 - School
4. A confirmation will be sent to your registered email within 2-3 working days from receipt of deposit slip.

Thank you again for your registration. If you have any questions, please don't hesitate to contact us at (02) 534 8166 or email us at docket@estradaaquino.com.

SPEAKER PROFILE:

ATTY. JOSEPH NOEL M. ESTRADA, *Managing Partner*

Atty. Estrada has become a legal luminary in education law, joining an exclusive group of lawyers who immersed and helped shape the legal environment of education. He is a regular resource person of the House of Representatives and Senate Committees on Education.

He also regularly represents private education in policy consultations in the Department of Education, Commission on Higher Education, and Technical Education and Skills Development Authority. He currently acts as counsel to national educational associations which include the Coordinating Council of Private Educational Associations (COCOPEA), Catholic Educational Association of the Philippines (CEAP), Philippine Association of Private Schools, Colleges, and Universities (PAPSCU), Fund Assistance to Private Education (FAPE), Philippine Accrediting Association of Schools, Colleges, and Universities (PAASCU), South Manila Education Consortium (SMEC), and Philippine Business for Education (PBed) and the National Collegiate Athletic Association or the NCAA.

He also sits in the Board of several institutions and corporations which include The Manila Times, where he also serves as its corporate secretary, International Education (Inter-Ed), La Consolacion College-Navaliches, and Emilio Aguinaldo College (EAC). Atty. Estrada helped draft R.A. 10533 or "The Enhanced Basic Education Act of 2013" and actively engaged in its public discourse and legislative deliberations. He was one of the handful who wrote its Implementing Rules and Regulations (IRR) and, hence, has an insider's understanding of the law and its implications. In September 2013 he wrote a book entitled, "K to 12: Republic Act 10533 and Relevant Education Policies", published by Vibal Foundation. He was also instrumental in the passage of RA 10687 or the UniFAST Law; and RA 10931 or the Universal Access to Quality Tertiary Education.

Atty. Estrada has established a reputation as one of the most sought after lecturer and speaker in the field of educational law and regulation.

ATTY. TERESE RAY ANNE O. AQUINO, LL.M., CIPP/E, *Senior Partner*

Atty. Aquino completed a certificate course at the Institute for U.S Law – Introduction to US Legal Methods, George Washington University, Washington D.C, USA, July 2014 – August 2014.

In 2017, she obtained her Master of Laws (LL.M.) in Global Business Law at the University of Washington, School of Law, in Seattle, USA. She has extensive knowledge on various United States federal laws such as the US Antitrust laws. She took specialized courses on US Medical Malpractice, International Business Trade and World Trade Organization, US Intellectual Property (Trademark, Patent, Copyright, and Trade Secrets).

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What our firm stands for?

Estrada and Aquino Law Firm is a full-service law firm with a focus on providing legal services to our clients. We are committed to providing the highest quality legal services to our clients. Our firm is a full-service law firm with a focus on providing legal services to our clients. We are committed to providing the highest quality legal services to our clients.



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THE PARTNERS

ATTY. JOSEPH NOEL M. ESTRADA, *Managing Partner*, obtained his degree in Political Science at the Colegio de San Juan de Letran in 1999 where he graduated with honors. He earned his Bachelor of Laws degree at the University of Santo Tomas Faculty of Civil Law, and admitted to the Philippine Bar in 2005.

Atty. Estrada has become a legal luminary in education law, joining an exclusive group of lawyers who immersed and helped shape the legal environment of education. He is a regular resource person of the House of Representatives and Senate Committees on Education.

He also regularly represents private education in policy consultations in the Department of Education, Commission on Higher Education, and Technical Education and Skills Development Authority. He currently acts as counsel to national educational associations which include the Coordinating Council of Private Educational Associations (COCOPEA), Catholic Educational Association of the Philippines (CEAP), Philippine Association of Private Schools, Colleges, and Universities (PAPSCU), Fund Assistance to Private Education (FAPE), Philippine Accrediting Association of Schools, Colleges, and Universities (PAASCU), South Manila Education Consortium (SMEC), and Philippine Business for Education (PBed) and the National Collegiate Athletic Association or the NCAA.

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Atty. Estrada has established a reputation as one of the most sought after lecturer and speaker in the field of educational law and regulation.





ATTY. TERESE RAY ANNE O. AQUINO, LL.M., CIPP/E, *Senior Partner*, earned her Bachelor of Arts in Mass Communication Major in Broadcast Journalism degree in 2009 at the St. Paul University-Quezon City. She was a recipient of various awards such as, finalist at the Ten Outstanding Students of the Philippines (TOSP) (2009); St. Paul University-Quezon City Leadership Award (2009); Thesis Award (2009); Community Extension Service Award-Gold (2009); and Catholic Mass Media Awards, Finalist (2007). Atty. Aquino obtained her Bachelor of Laws degree at the University of Santo Tomas-Faculty of Civil Law in 2013 where she was Dean's Lister. She was admitted to the Philippine Bar in 2014. She completed a certificate course at the *Institute for U.S Law – Introduction to US Legal Methods*, George Washington University, Washington D.C, USA, July 2014 – August 2014.

In 2017, Atty. Anne obtained her Master of Laws (LL.M.) in Global Business Law at the University of Washington, School of Law, in Seattle, USA. She has extensive knowledge on various United States federal laws such as the US Antitrust laws. She took specialized courses on US Medical Malpractice, International Business Trade and World Trade Organization, US Intellectual Property (Trademark, Patent, Copyright, and Trade Secrets).

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PRACTICE AREAS

Education Law. We are the leading firm in this highly specialized field of education law. We have counselled not only schools but legislators, policy makers, and implementers in this area of law. So if you have any concern, be it a labor case filed by a faculty; or being a defendant in a civil case for damages; or if you find your school at the end of an unreasonable government regulation, we are the best in this field.

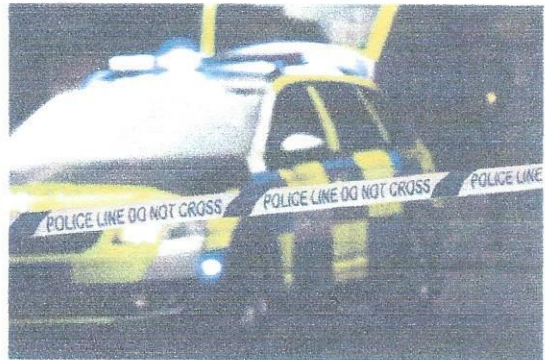
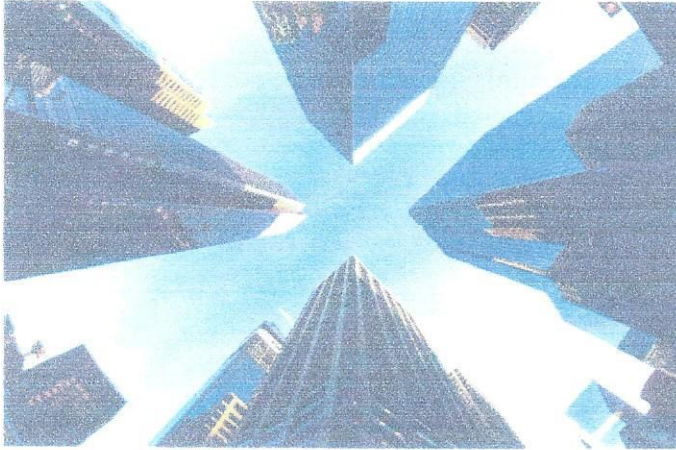
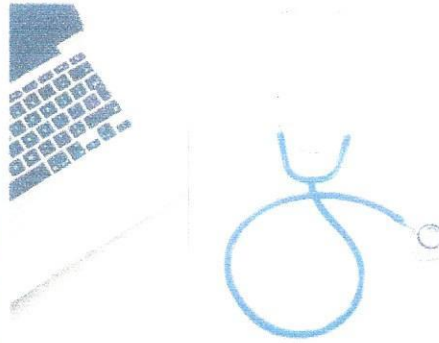


Data Privacy Compliance. Organizations processing personal information are required to comply with the Data Privacy Act of 2012. Our Data Privacy Compliance includes privacy risk assessment, developing framework, analyzing legal requirements, renegotiation of contracts, developing privacy policies, processes, and internal controls, and dealing with data breach. The expected outputs from these services are (1) Data Privacy Manual, which includes the data processing system, policies, security measures, and data breach; (2) Privacy Notice; (3) Amendments or revisions to existing contracts; and (4) Forms for implementation of data privacy policy.

Civil and Family Law

Nullity of Marriage. The propensity of filing nullity of marriage cases particularly on the ground of Psychological Incapacity is very high with the growing number of hasty marriages and marital woes. That is why the "mortality rate" of these cases is also very high. Contrary to popular notion, there are no shortcuts to a real nullity of marriage case and there is no such thing as non-appearance. For us, it is primary that we make sure that you have the legal merits to stand an Order declaring the marriage void from the beginning even on appeals, if necessary. We also counsel on collateral issues in nullity cases such as child custody, support *pendente lite*, and rights to conjugal or individual properties of the spouses.





Labor Standards and Relations

Labor Cases. We represent both management and labor on many occasions. As for the management, there is always no "victory" even on winning a labor case. Even if the labor case is dismissed by the Arbitrator or the NLRB, there is no monetary award for the company who, more often than not, was constrained to spend for lawyers in a costly and protracted legal battle all the way to the Supreme Court. Preventive lawyering is the key. We provide our retained companies timely and expert advice to deter labor cases in the work place. While it may not be totally avoided, at least, we are confident a harassment complaint will not stand in the labor tribunals. As to representing aggrieved employees, we make sure that you are properly represented in a legitimate case against multi-national companies that pay labor cheap and with abusive practices. Our extensive experience and expertise on this field, both labor and management, is objective and unparalleled.

Land Titles and Deeds. Cancellation of encumbrance, adverse claim, Registration of land, Quieting of Title, Cancellation of Title.

Commercial Law . Foreclosure of Mortgages, Intra Corporate Disputes, Trademark Registration.

Criminal Law. Are you falsely and maliciously accused of a crime? Or are you a victim of an unlawful act? We handle crimes ranging from petty crimes to crimes punishable by life imprisonment. But as criminal lawyers, we are guided by our ethical and moral principles. We choose who we represent as justice is for the oppressed and not as a tool to aid oppression. We rely on the strength and merits of the case, whether it be for defense or prosecution. (pls. revise or improve)

Immigration Law. Deportation, Sec. 9g Visa and Alien Employment Permit, Special Work Permit (SWP) and Special Study Permit (SSP), Permanent Residency, Administrative and Judicial Naturalization Proceedings.

Others: Adoption, Collection Suits, Medical Malpractice, Settlement of Estate, Art & Culture Law, Real Estate



Unit 1702, Prestige Tower, 8, Ortigas Jr. Road (Emerald Ave.), Ortigas Center, Pasig City 1409
(02) 834-8166; (02) 719-4049
sales@ostinaparkside.com
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REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
SEC Building, EDSA, Greenhills
City of Mandaluyong, Metro Manila

COMPANY REG. NO. PP201609889
COMPANY TIN 009-295-794

TO ALL PERSONS BY THESE PRESENTS:

THIS IS TO CERTIFY that the annexed

Articles of Partnership of:

ESTRADA & AQUINO LAW CO.

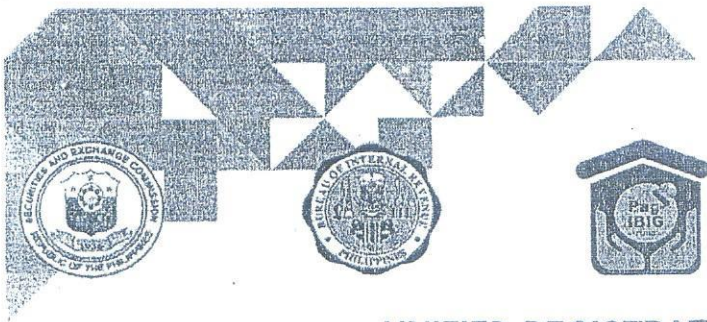
has been presented to the Commission at 4:05 o'clock in the afternoon of the 18th day of May, 2016, according to Entry No. 72762 of Volume XV, of the Day Book and duly recorded in Folio 24 Leaf No. 112762 Inscription No. (1), Volume No. 2224 of the Book of Partnership of the Securities and Exchange Commission.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed at Mandaluyong City, Metro Manila, Philippines, this 18th day of May, Twenty Sixteen.


FERDINAND B. SALES
Director

Company Registration and Monitoring Department





UNIFIED REGISTRATION RECORD (URR)

COMPANY NAME

ESTRADA & AQUINO LAW CO

SEC REGISTRATION NUMBER

PP201609889

TAX IDENTIFICATION NUMBER (TIN)

009-295-794-000

BUSINESS/TRADE NAMES

PAG-IBIG EMPLOYER NUMBER (Eyer ID)

206241340002

PRINCIPAL ADDRESS

1702 PRESTIGE TOWER EMERALD AVE. SAN ANTONIO ORTIGAS PASIG, METRO MANILA

PHILHEALTH EMPLOYER NUMBER (PEN)

001000047384

SSS EMPLOYER NUMBER (ER No.)

0395303632

PHONE NO. 09178575334

FAX NO.

MOBILE NO.

E-MAIL ADDRESS

AUTHORIZED REPRESENTATIVE (to be filled up by company - for presentation to social agencies)