



ATENEO DE MANILA UNIVERSITY

Memo # U2425-036

16 Sep 2024

TO	All University Offices
SUBJECT	Renewal of the University's Registration Information with the National Privacy Commission's Registration System (NPCRS)

Pursuant to the National Privacy Commission's [Circular 2022-04](#), the University successfully registered its Data Processing Systems (DPS) with the agency in October 2023. That registration is up for renewal on 30 October 2024.

With this, each University office—including institutes, centers, laboratories, etc.—is once again asked to complete the prescribed DPS registration form (see attached) **IF** there are any updates or changes to its submissions last year. Such changes may include the modification or termination of existing systems, or the introduction of new ones.

Kindly submit the accomplished DPS registration forms to the University Data Protection Office (UDPO) via dps.udpo@ateneo.edu on or before **4 October 2024**.

If an office makes no submission as of the set deadline, the UDPO shall assume that the office has no updates or changes to report. For offices that have yet to submit any DPS registration form, the assumption is that it does not own, maintain, or run a DPS in the course of its operations.

Note that, as per [NPC Circular No. 2022-01](#), the University may be meted with administrative penalties for failing to register and/or update its registration information. Should that come to pass, the erring office and/or personnel may also face corresponding internal sanctions.

We wish to avoid such prospects, so kindly cooperate and assist in the University's registration renewal efforts. If you have any questions or clarifications, you may reach out to the UDPO via the email provided above.

Thank you.

(Sgd) Roberto C Yap SJ
President