



PAGASA CONSENT FORM FOR PROCESSING OF PERSONAL DATA
(Applicant to a Vacant Position / Original Appointee / Job Order/Contract of Service Personnel)

Philippine Atmospheric, Geophysical, and Astronomical Services Administration (PAGASA) is fully committed to safeguarding the confidentiality, integrity, and security of personal data in accordance with Republic Act No. 10173 (Data Privacy Act of 2012), its Implementing Rules and Regulations (IRR), and other relevant Philippine laws. As an **Applicant to a Vacant Position / Original Appointee / Job Order (JO) / Contract of Service (COS)** of PAGASA, you are considered a **data subject** under RA 10173. Please read the following carefully before affixing your signature to indicate your informed consent.

I. Purpose of Data Collections

The personal data you provide in connection with your application / appointment / contract will be collected and processed **solely** for the following purposes:

1. Evaluation & Verification of qualifications, credentials, and eligibility for the specific vacant positions.
2. Conducting interviews, background checks, and other recruitment-related procedures.
3. Issuance of Appointment Paper / Job Order Contract and related onboarding procedures.
4. Payroll, benefits administration, and compliance with government-mandated reports (e.g., BIR, SSS, PhilHealth & Pag-IBIG).
5. Monitoring and evaluation of your performance.
6. Compliance with any audit or regulatory requirements that govern the applicants / appointee / Job Order / Contract of Service Personnel in PAGASA.

II. Types of Personal Data Collected

To carry out the above purposes, PAGASA may collect and process the following personal data contained in the Personal Data Sheet as prescribed by the Civil Service Commission under Res.# 1800692 promulgated on 03 July 2018:

- Full name
- Date of birth and sex
- Civil status and citizenship
- Home and/or mailing address
- Mobile number and email address
- Government-issued IDs (e.g., TIN, SSS, PhilHealth)
- Educational Background and Employment History (if, applicable)
- All other personal information in the Personal Data Sheet (PDS), Resume/CV, and its attachments provided)

III. Storage of Data

1. Storage Location

- **Digital Storage** – Electronic copies of documents, including contracts and supporting records, will be stored securely in cloud storage (e.g., Google Drive) and maintained in compliance with access control policies.
- **Physical Storage** – Printed copies of employment documents and 201 files will be kept in the Records Management Section Office accessible only to authorized personnel.

2. Authorized Access

Only authorized PAGASA staff—such as HR personnel, designated Human Resource Merit and Promotion Board, Remittance Officer (Accounting Staff), and designated IT administrators—may access or process your data.

3. Security Measures

In compliance with Section 20 of RA 10173 and its IRR, PAGASA implements reasonable administrative, physical, and technical safeguards to protect your data from unauthorized access, alteration, or disclosure. These measures include but are not limited to:

- Password-protected user accounts and two-factor authentication for Google accounts.
- Role-based access controls—only those with a “need-to-know” basis may view or process your data.
- Encrypted file transfers and secure backups.
- Regular review of access logs and anti-malware/anti-virus software on all PAGASA devices.

IV. Retention and Disposal of Personal Data

1. Retention Period

- **General Records** – Personal data related to applications will be retained for two (2) years following the deadline of posting of vacancies.
- **201 Files** – In accordance with the National Archives of the Philippines General Disposition Schedule (NAP GDRS), 201 files shall be retained for fifteen (15) years from the date of retirement, resignation, or separation from service.

2. Disposal Procedure

After the indicated retention period above—or earlier if you submit a written withdrawal of consent—PAGASA will permanently delete all records of your personal data by:

- **Digital Records** – Electronic files (emails, attachments, and back-up including cloud-stored documents) will be disposed of securely through permanent deletion.
- **Physical Records** – Hard copies of employment documents, including 201 files, will be disposed of based on the General Retention and Disposal Schedule guidelines.

V. Rights of the Data Subject Under RA 10173

Under the Data Privacy Act of 2012, you have the right to be informed, to access, to object, to rectify, to erase, and to be indemnified in case of damages due to unauthorized use of your personal data. You also have the right to lodge a complaint with the National Privacy Commission if you believe your data privacy rights have been violated.

VI. Data Protection Officer (DPO) Contact Information

If you wish to exercise any of the rights listed above—or if you have questions or concerns about how your personal data is being collected, used, or protected—please contact:

Email: dostpagasa_dpo@pagasa.dost.gov.ph
Telephone: (+632) 8284 0800
Office Address: Science Garden Compound,
Senator Miriam P. Defensor-Santiago Avenue,
Brgy. Central, Quezon City 1100

VII. Consent Agreement

By signing below, I acknowledge that I have read and understood the information provided above, and I freely and voluntarily give my consent to the collection, processing, storage, retention, and disposal of my personal data by the organization for the purposes stated in this form.

Signature Over Printed Name

Date

Important Notes for Applicant / Appointee / Job Order / COS Personnel:

1. If you do not sign this consent form, PAGASA will be unable to process your application and/or engage you in a contract.
2. Should you wish to withdraw your consent after signing this form, you must submit a written, signed request to the DPO. Such withdrawal may terminate PAGASA's processing of your application / contract and any associated activities.
3. PAGASA will not share your personal data with any third party except as permitted under RA 10173, its IRR, or other applicable laws (e.g., authorized payroll service providers, government agencies if required).
4. If any provision of this consent form is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.