



ATENEO DE MANILA UNIVERSITY
OFFICE OF THE PRESIDENT

Memo # U2526-014

16 Jul 2025

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 renewed the registration of its data processing systems (DPS) with the agency in October 2024. That registration is up for renewal this 22 October 2025.

With this, each University office—including institutes, centers, laboratories, etc.—is once again asked to complete the prescribed DPS registration form (see attached) if it has established, introduced, or deployed any new DPS, or if there are any updates or changes (e.g., modification or termination) to its previous submissions. Refer to the appendices for guidance.

Kindly submit the accomplished DPS registration forms to the University Data Protection Office (UDPO) via dps.udpo@ateneo.edu on or before 29 August 2025.

An office that makes no submission as of the set deadline shall be presumed to have no new DPS to register, and no updates or changes to report. In the case of the first, the office is essentially declaring 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, in some cases, for failing to 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