

Republic of the Philippines )  
City of \_\_\_\_\_ ) S.S.

**SWORN DECLARATION AND UNDERTAKING  
FOR REGISTRATION OF DATA PROCESSING SYSTEMS**

I [Name of Data Protection Officer/Authorized Representative], of legal age, and with office address at [Address of Company representing], after having been duly sworn in accordance with law, do hereby depose and state that:

- 1. I am the [Data Protection Officer ("DPO") or Authorized Representative] of [Name of COMPANY] with the following contact details:
  - a. Office Address: \_\_\_\_\_;
  - b. DPO Name: (if through Authorized Representative);
  - c. DPO Email Address: \_\_\_\_\_; and
  - d. Contact Number: \_\_\_\_\_;
- 2. I am duly authorized to issue this Sworn Declaration and Undertaking on behalf of [COMPANY] as manifested in the attached [proof of authority such as a Board Resolution embodied in a Secretary's Certificate];
- 3. \_\_\_\_[Company] is a registered corporation in the Securities and Exchange Commission (SEC) that deals with software development and **Information Technology** (IT)-related services;
- 4. \_\_\_\_[Company] intends to participate in the Quezon City Local Government bidding of \_\_\_\_\_ (Project);
- 5. In compliance **with** Section 24 of the Data Privacy Act of 2012, I warrant that for the duration of the Project, it has a valid Certificate of Registration and/or undertakes to secure a valid Certificate of Registration from the National Privacy Commission (NPC) within the timelines provided under NPC Circular No. 2022-04, as the case may be, for its personal data processing system;
- 6. **I undertake that [Company] shall comply with orders of the Commission requiring the submission of additional documents and other relevant information in compliance with its registration requirements and that failure to comply with such orders will be subject to fines and other applicable penalties;**
- 7. **I further undertake that failure of the [Company] to comply with Data Processing Registration will allow the Quezon City Local Government to take appropriate legal actions and may result in the suspension or revocation of any project awarded to [Company].**

\_\_\_\_\_

8. I am executing this Sworn Declaration and Undertaking to attest to the truth of the foregoing statements and to comply with the requirements of the Data Privacy Act, its Implementing Rules and Regulations, and other relevant issuances of the National Privacy Commission.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

[Name of Data Protection Officer/Authorized Representative]  
**Affiant**

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, Affiant exhibiting to me a competent proof of identity \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

NOTARY PUBLIC

Doc No. \_\_\_\_;  
Page No. \_\_\_\_;  
Book No. \_\_\_\_;  
Series of 2025.