***Annex 3.1***

**CONSENT AND AUTHORIZATION TO DISCLOSE INFORMATION AND/OR DOCUMENTATION**

The *(name of the agency)* hereby authorizes the *(name of the certification body)*, *its agents or representatives*, to provide information/documentation in relation to the former’s ISO 9001 certifications/recertifications to the **Government Quality Management Committee-Department of Budget and Management (Systems and Productivity Improvement Bureau) and other oversight/validating agencies[[1]](#footnote-1)**, as deemed necessary, in compliance with the *Process Results* criterion for the grant of Performance-Based Bonus (PBB).

The consent provided shall remain valid for the duration of the FY 2022 PBB cycle and the years thereafter and the collected information from the certification body shall be used only in the validation of the ISO QMS as evidence or requirements for the grant of the PBB.

The collection, use, recording, disclosure and storage of the information shall be in accordance with the Data Privacy Act (DPA). The *(name of the agency)* hereby confirm that under Section 16 of the DPA, the agency has the ***1)*** right to withdraw the consent given or object to the processing of the information; ***2)*** right to reasonable access; ***3)*** right to rectification; and ***4)*** right to erasure or blocking the information, among others. The rights entitled to the agency are still subject to limitations and conditions under the DPA.

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Name and Signature of the Head of Agency

or his/her Authorized Representative

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Date

1. AO 25 Secretariat for departments/agencies; Commission on Higher Education for state universities and colleges; Governance Commission for Government -Owned or -Controlled Commissions (GOCCs) for GOCCs, Local Water Utilities Administration for local water district [↑](#footnote-ref-1)