REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

BUREAU OF INTERNAL REVENUE
RECORDS MANAGEMENT DIVISION
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REVENUE MEMORANDUM CIRCULAR NO. 082-2024

TO : All Internal Revenue Officials and Employees Concerned

SUBJECT : Circularizing the Mandatory Display of National Privacy Commission (NPC) Seal of Registration

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This Circular is issued to strengthen the pertinent provisions of NPC Public Advisory dated November 13, 2023 on the *Mandatory Display of the NPC Seal of Registration* in accordance with NPC Circular No. 2022-04 dated December 05, 2022 on the *Registration of Personal Data Processing System, Notification Regarding Automated Decision-making or Profiling, Designation of Data Protection Officer, and the National Privacy Commission Seal of Registration* directing strict compliance to prominently display the NPC Seal of Registration ("NPC Seal") at respective places of business and online platforms.

Relative thereto, you are hereby enjoined to comply with the above cited requirement through all applicable means, as follows:

a. **Physical Display**
   1. Print in at least letter size (216 x 279mm) a colored copy of the NPC Seal of Registration (*refer to attached .pdf file*); and
   2. Conspicuously display at the main entrance of the office or at prominent locations most visible to data subjects.

b. **Online Display**
   1. Make the NPC Seal of Registration (*refer to attached .png file*) visible by:
      - Prominent display in the official website and all social media page/s of your Region and District Offices
      - Embed as link within your Privacy Notice
   2. Set as wallpaper in all eLounge PCs.

To ensure commitment to above cited NPC issuances, all heads of offices are directed to submit sufficient documentation of physical and online display (photographs, screenshots, videos, etc.) to the BIR Data Protection Officer (BIR-DPO) email at *<bir_dpo@bir.gov.ph>* **on or before July 31, 2024.**

For strict compliance.



ROMEO D. LUMAGUI, JR.
Commissioner of Internal Revenue

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