

[ Organization Letterhead ]

[Date]

**CECILE B. GUTIERREZ**

Officer-in-charge  
 Philippine Commission on Women  
 1145 J.P. Laurel Street  
 San Miguel, Manila

Subject: Registration for the Piloting of the Revised FY 2020 GAD Plan and Budget Form  
 using GMMS Version 3

Dear **Director Gutierrez**:

With reference to the piloting of the revised guidelines for GAD Planning and Budgeting for FY 2020 for select agencies, we are submitting our roster of Gender Mainstreaming Monitoring System (GMMS) Version 3 users as follows:

Role	Department/ Bureau	Full Name <i>[Last Name, First Name M.I.]</i>	Designation	Office Telephone No.	Mobile Number	Email <i>(preferably official email)</i>
1	GMMS FP					
2	Encoder (Optional)					
3	Budget Officer					

The names stated in this roster shall officially represent the **[organization name]** in all transactions and communications using the GMMS and amends the previous registration list, if there are any, for the submission, review and endorsement of FY 2020 GAD Plan and Budget.

**It is understood that:**

1. upon submission of this registration form, the individuals listed above have already provided their consent to enter their personal information in the GMMS and are aware of the following rights as *data subjects* in accordance to *Republic Act 10173 or the Data Privacy Act of 2012*:
  - a. the right to be informed of the processing;
  - b. the right to object to processing;
  - c. the right to access your data;
  - d. the right to modify inaccurate data;
  - e. the right to erasure or blocking of data; and
  - f. the right to damages for unlawfully obtained or unauthorized use of personal data.
2. Personal information are gathered for the purpose of user account management and for sending communications with regards to the documents that our Organization has

[Name of Head of Agency]  
[Designation]

submitted and to perform other processing and disclosure that may be required by law or other regulations.

3. PCW shall protect and secure these personal information.
4. PCW will not share these personal information to third-parties without the consent of each individual users.
5. PCW will retain the personal information as long as necessary and up to the time that our Organization or the users themselves request deactivation of system account through an official communication.

Thank you.

**[Name of Head of Agency]**

**[Designation]**