



# BUTUAN CITY WATER DISTRICT

Gov. Jose A. Rosales Avenue, Butuan City  
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September 6, 2023

**MEMORANDUM**  
No. 23-A061

**TO :** ALL BCWD PERSONNEL  
**FROM :** THE GENERAL MANAGER  
**SUBJECT :** SCRATCH PAPER INTENDED FOR REUSE

In view of the regulation set forth by the Data Privacy Act as to the personal data of our concessionaires, BCWD personnel, etc., all Departments and Division heads are hereby directed to exercise diligence in using scratch paper intended for reuse in so far as it contains personal data thereon.

With that, those scratch papers intended for reuse shall be segregated first and see to it to be free from any personal data. Those with personal data shall be shredded outright.

For your guidance and strict compliance.

*JMB 9/6*  
**ENGR. JOHN MICHAEL Y. BENITO**  
General Manager

Cc:	OBD - <i>1:20 9/7/23</i>	ASD - <i>9/7/23 1:21 PM</i>
	OGM - <i>1:16 9/7/23</i>	Production <i>[initials]</i>
	NRW - <i>1:21 9/7/23</i>	Engineering <i>[initials]</i>
	LEGAL - <i>9/7/23</i>	PAMD <i>[initials]</i>
	MSD - <i>9/7/23 1:20 PM</i>	
	Commercial - <i>9/7/23</i>	

*" Replicating Nature's Way "*