



ANNEX "A"

Republic of the Philippines
NATIONAL PRIVACY COMMISSION

Complainant/s

CID Case No.

- versus -

Respondent/s

APPLICATION FOR MEDIATION

The undersigned parties wish to settle matters in dispute between them without resorting to the adversarial process. The parties and their counsel, if any, manifest their earnest commitment to engage in a meaningful settlement process pursuant to the following undertaking:

1. The parties agree that they are entering into the mediation process in good faith and shall make a sincere effort to arrive at a mutually acceptable resolution of the dispute.
2. The parties agree they will rely solely on their own judgment in arriving at a resolution of their dispute.
3. The parties understand that the complaint proceedings before the investigating officer shall be suspended during the pendency of the mediation proceedings before the mediation officer.
4. The parties agree to abide by the Rules on Mediation Before the National Privacy Commission, a copy of which has been furnished the parties, and the orders issued by the assigned mediation officer.

The parties have signed and submitted this Application for Mediation on _____.

Complainant/s

Respondent/s

Signature over printed name

Signature over printed name

Signature over printed name

Signature over printed name

Signature over printed name

Signature over printed name

The parties have paid the mediation fee in the amount of ₱ _____ as evidenced by Official Receipt No. _____ dated _____, which is attached hereto.

Signature over printed name
Investigating Officer



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

ANNEX "B"

Complainant/s

CID Case No.

- versus -

Respondent/s

ORDER TO MEDIATE

Finding that the parties have paid the mediation fee as evidenced by Official Receipt No. _____ dated _____, the undersigned investigating officer approves the Application for Mediation filed on _____.

The complaint proceedings are suspended for sixty (60) days starting today for the conduct of the mediation proceedings.

The parties are ordered to appear at the preliminary mediation conference before Atty./Mr./Ms. _____, the mediation officer who shall preside over the mediation proceedings, on (date) _____ at (time) _____ at the office of the National Privacy Commission, 5th floor PICC Delegation Building, CCP Complex, Pasay City.

SO ORDERED.

City of Pasay, (date) _____.

Signature over printed name
Investigating Officer

LD ADR Case No.

Signature over printed name
Mediation Officer



ANNEX "C"

Republic of the Philippines
NATIONAL PRIVACY COMMISSION

Complainant/s

LD ADR Case No.

- versus -

Respondent/s

ORDER

At today's preliminary mediation conference/mediation conference

___ the parties were present and agreed to schedule another mediation conference.

___ the complainant/s failed to appear with/without justifiable reason.

___ the respondent/s failed to appear with/without justifiable reason.

The parties are ordered to appear at the next mediation conference on (date) _____ at (time) _____ at the (place) _____.

SO ORDERED.

City of Pasay, (date) _____.

Signature over printed name
Mediation Officer



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

ANNEX "D"

Complainant/s

LD ADR Case No.

- versus -

Respondent/s

MEDIATED SETTLEMENT AGREEMENT

This MEDIATED SETTLEMENT AGREEMENT is entered into between the complainant/s and the respondent/s, collectively referred to as the "parties."

WHEREAS, the parties filed their Application for Mediation on _____ and the preliminary mediation conference was conducted on _____ with the undersigned as mediation officer;

WHEREAS, the parties were able to arrive at an amicable resolution of their dispute, and now wish to commit the terms of their accord into this Mediated Settlement Agreement;

NOW THEREFORE, the foregoing considered, the parties agree as follows:

1. The terms of this Mediated Settlement Agreement shall be enforced in accordance with the Commission's rules and issuances.
2. The parties agree that all information and documents attached to this Mediated Settlement Agreement are strictly confidential.
3. In full settlement of the dispute, the respondent/s agree/s to pay the complainant/s the amount of (words) _____ (figures) ₱_____.
4. Furthermore, respondent/s undertake/s to _____

_____.
5. On the other hand, complainant/s commit/s to _____

_____.
6. In consideration of their faithful performance of the terms of this Mediated Settlement Agreement, the parties, for themselves, their successors, and assigns, do hereby relinquish, waive, release, acquit, and forever discharge each other of and from any and all claims, disputes, complaints, causes of action, and rights



Republic of the Philippines
 NATIONAL PRIVACY COMMISSION

based on actions or events which occurred prior to the date of this Mediated Settlement Agreement.

7. A party's rights under this Mediated Settlement Agreement may not be assigned without the express written consent of the other party.
8. This Mediated Settlement Agreement constitutes the entire agreement between the parties concerning the foregoing settlement and release of claims.

IN WITNESS WHEREOF, the parties have executed this Mediated Settlement Agreement this ____ day of _____, 20__.

Complainant/s

Respondent/s

Signature over printed name

Signature over printed name

Signature over printed name

Signature over printed name

Signature over printed name

Signature over printed name



ANNEX "E"

Republic of the Philippines
NATIONAL PRIVACY COMMISSION

Complainant/s

LD ADR Case No.

- versus -

Respondent/s

RESOLUTION

WHEREAS, on (date) _____, the instant complaint was filed based on the following facts: (Provide a brief statement of the facts.)

_____;

WHEREAS, the parties filed their Application for Mediation on _____ and the preliminary mediation conference was conducted on _____ with the undersigned as mediation officer;

WHEREAS, through the sincere effort of the parties to arrive at an amicable resolution of their dispute, they were able to execute a mediated settlement agreement;

WHEREAS, the mediation proceedings has been terminated through the execution of the mediated settlement agreement;

WHEREAS, a confirmed mediated settlement agreement shall have the effect of a decision or judgment on the complaint and shall be enforced in accordance with the Commission’s rules and issuances.

WHEREFORE, in view of the foregoing, the undersigned mediation officer submits the attached mediated settlement agreement executed by the parties for confirmation by the Commission.

City of Pasay, (date) _____.

Signature over printed name
Mediation Officer



ANNEX "F"

Republic of the Philippines
NATIONAL PRIVACY COMMISSION

Complainant/s

LD ADR Case No.

- versus -

Respondent/s

NOTICE OF NON-SETTLEMENT OF DISPUTE

The mediation proceedings are ordered terminated effective today for the following reason/s:

- ___ The parties are unable to reach a settlement.
- ___ Failure of complainant/s to appear without prior notice and justifiable reason for two (2) consecutive mediation conferences/caucuses.
- ___ Failure of respondent/s to appear without prior notice and justifiable reason for two (2) consecutive mediation conferences/caucuses.

SO ORDERED.

City of Pasay, (date) _____.

Signature over printed name
Mediation Officer



ANNEX "G"

Republic of the Philippines
NATIONAL PRIVACY COMMISSION

Complainant/s

CID Case No.

- versus -

Respondent/s

ORDER FOR RESUMPTION OF COMPLAINT PROCEEDINGS

On (date) _____, Atty./Mr./Ms. _____, as mediation officer, issued a Notice of Non-Settlement of Dispute between the parties in this case. The Notice of Non-Settlement of Dispute was received by the undersigned on _____.

Thus, the suspension of the complaint proceedings is ordered lifted effective today.

The parties are ordered to appear before the undersigned investigating officer for resumption of the complaint proceedings on (date) _____ at (time) _____ at the office of the National Privacy Commission, 5th floor PICC Delegation Building, CCP Complex, Pasay City.

SO ORDERED.

City of Pasay, (date) _____.

Signature over printed name
Investigating Officer