

Republic of the Philippines)  
Quezon City )S.S.

### **CONFIDENTIALITY AGREEMENT**

I, \_\_\_\_\_ of legal age, Filipino and with residence address at \_\_\_\_\_, after having been duly sworn in accordance with law, hereby depose and say that:

1. In light of the Covid-19 situation, an online review program will be implemented by **Center for the Designed Environment Professions, Inc. (CDEP)** in order to continue with the review program and deliver its review classes to its reviewees, attendees and clients.
2. During the course of review, the **Center for the Designed Environment Professions, Inc. (CDEP)** may disclose confidential and proprietary information ("Confidential Information"<sup>1</sup>) to me. Additionally, Personal Data<sup>2</sup> or Confidential Information of lecturers, review school and its employees in the course of the review class may also be released to me.
3. Accordingly, to protect the Confidential Information and Personal Data that may be disclosed and released during the online review arrangement by the review center, I hereby agree and acknowledge that:
  - a. I will hold the Confidential Information and Personal Data received from CDEP in strict confidence and will exercise a reasonable degree of care to prevent disclosure to others.
  - b. I will not disclose or divulge either directly or indirectly the Confidential Information and Personal Data to others unless first authorized to do so in writing by CDEP.
  - c. I will not reproduce (printed or in electronic forms) the Confidential Information and Personal Data use this information commercially or for any purpose other than the reason it was given to me by the review center;
  - d. I shall hold in high regard the integrity, confidentiality and security of the Confidential Information and Personal Data received and shall implement security measures to protect such Confidential Information and Personal Data from unauthorized or fraudulent access, alteration, disclosure, misuse, and other unlawful activities.
  - e. I shall promptly and immediately advise the Company of any suspected or actual unauthorized misappropriation, disclosure or use by any person of the Confidential Information and Personal Data which may come to my attention and to take all steps reasonably necessary to limit, stop or otherwise remedy such misappropriation, disclosure or use.

---

<sup>1</sup> Confidential Information is information and data of any kind concerning any matters affecting or relating to the review materials, lectures and the like, to conduct of classes and review session or other data of CDEP not generally known or available outside of the Company.

<sup>2</sup> Personal Data includes the concepts of personal information, sensitive personal information, and privileged information. The first two typically pertains to information that is used to distinctively identify an individual

- f. Upon termination of my review classes with the Review Center, I shall return to it, without retaining a copy, all documents and property of the Review Center, and all copies thereof of all or any materials required to be returned, or in any way obtained during the course of my review.
4. I understand that CDEP has the right to investigate and take disciplinary action, up to and including termination, for violation of this Agreement and the Data Privacy Act of 2002 in addition to pursuing civil or criminal penalties.
5. Moreover, throughout the whole period of the online review class arrangement being implemented by CDEP, I fully understand that I am continuously bound and expected to faithfully abide and comply with CDEP's Guidelines for Online Review and for Physical Review particularly those promoting compliance of the rule on new normal with honesty, integrity and professionalism.
6. Hence, during the entire course of my review class with CDEP, more importantly during the whole duration of the online review class arrangement which I have been allowed to avail, I hereby understand and fully agree to comply with the following rules and policies:
  - a. All dealings with other reviewees, instructor and lecturers will be conducted fairly and with integrity. Thus, reviewees at all times are expected not to make any unauthorized recording of the conduct of review of the review center;
  - b. All reviewees shall avoid incidents that may involve probable conflict of interest between their private activities and that of the conduct of CDEP's review classes;
  - c. **GUIDELINES FOR ONLINE REVIEW STUDENTS (OS)**
    1. No recording of lectures
    2. All should turn off their camera and mute their audio to have a good signal.
    3. Questions will be entertained after every lecture
    4. Send your questions thru the chat box. Each lecturer may give further or other instructions about this.
    5. Do not take any screenshot of the lecture
    6. Do not post on any social media platform anything regarding the online review.
    7. Fill out and submit thru email (cdepqc.center@gmail.com) the non-disclosure agreement
  - d. **GUIDELINES FOR PHYSICAL REVIEW STUDENTS (PS)**
    1. No mask | no entry
    2. Wear your mask at all times
    3. No id | no entry
    4. Practice social distancing (at least 4 feet)
    5. Wear proper attire: no sandals, no shorts, etc.
    6. Allow the security guard to check your temperature
    7. Late students will not be allowed to enter.
    8. You will be given a room assignment and a seat number. (do not transfer).
    9. Use only the toilet of your designated room
    10. Do not sit on the direction of the acu airflow
    11. No loitering
    12. Bring your packed food and drinks

13. Hot water dispenser and for sale items will be located at the CDEP entry. No refilling of drinking water.
  14. Although CDEP will provide the necessary toiletries, it is advisable to bring your own.
  15. Questions will be entertained after every lecture. You are not allowed to approach the lecturer.
  16. Send your questions thru Facebook account of CDEP or the lecturer. Each lecturer may give further or other instructions about this.
  17. Do not take a photo of the projected lecture.
  18. Do not post on any social media platform anything regarding the physical review in CDEP.
7. I understand that violations of the aforesaid policies, as well as the other rules and regulations embodied in CDEP's Guidelines for Online Review and for Physical Review, shall give rise to CDEP's right to conduct an administrative investigation against me and after due process shall entitle CDEP to impose the necessary disciplinary action that may be warranted, such as but not limited to the immediate filing of proper civil, criminal and other complaint to prevent me from taking my oath in the event I pass the Licensure Board Examination.
  8. If any provision of this Agreement or any application thereof will be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of other provisions of this Agreement or of any other application of such provision will in no way be affected thereby.
  9. This Agreement shall be binding upon me, my representative and successors in interest, and shall inure to the benefit of CDEP, its successors and assigns.
  10. This Agreement shall be in effect for two (2) years from the date of the last disclosure of Confidential Information and Personal Data, at which time it will terminate.
  11. That I am executing this Affidavit to attest to the truth of the foregoing and for whatever purpose it may serve.

**IN WITNESS HEREOF**, I hereby set my hand this \_\_\_\_ day of \_\_\_\_\_ in \_\_\_\_\_.

---

Reviewee

Republic of the Philippines)  
QUEZON CITY ) S.S.

**ACKNOWLEDGEMENT**

Before me a Notary Public personally came and appeared:

Name	Proof of Identity
_____	_____
_____	_____

known to me and to be the same persons who executed the foregoing Confidentiality Agreement consisting of Four (4) pages, including this page on which this acknowledgment is written, signed by the parties on this page and on the left hand margin of the preceding three (3) pages, and they acknowledged to me that the same is their free and voluntary act and deed and pertaining agreement.

**WITNESS MY HAND AND SEAL** this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, in QUEZON CITY Philippines.

**Notary Public**

Doc. No. \_\_\_\_;  
Page No. \_\_\_\_;  
Book No. \_\_\_\_;  
Series of 20\_\_.