

Republic of the Philippines
NATIONAL PRIVACY COMMISSION
Request for Publication of Vacant Positions

Date of Publication
Electronic copy to be submitted to the CSC FO
must be in MS Excel format

25 MAR 2024
GLADYS GRACE B. RIVERA

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the NATIONAL PRIVACY COMMISSION in the CSC website:

CSC - FO Office of the President

Rosalyn
ROSALYN B. SANTOS
Chief Administrative Officer

Date: 25 MAR 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ATTORNEY III	NPC-DICTB- ATY3-100- 2020	21	63,997	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (BAR)	-	POLICY DEVELOPMENT DIVISION

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than 12 APR 2024

1. Fully accomplished **Notarized Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017) and **Work Experience Sheet** which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Photocopy of certificates of trainings attended for the last 5 years

Publication Request # 6

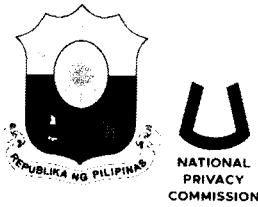
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ATTY. IVIN RONALD D.M. ALZONA
Executive Director IV

5th Floor Delegation Building, Philippine International
Convention Center (PICC) Complex, Roxas Boulevard,
Manila 1307

jobs@privacy.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



NOTICE OF VACANCIES

POSITION : **ATTORNEY III (1)**
SALARY : **P63,997 (SG21)**
STATUS OF EMPLOYMENT : **PERMANENT**

ITEM NUMBER : **ATY3-100-2020**
AREA OF ASSIGNMENT : **POLICY DEVELOPMENT DIVISION**

QUALIFICATION STANDARDS

EDUCATION : **Bachelor of Laws**
TRAINING : **4 hours of relevant training**
WORK EXPERIENCE : **1 year of relevant experience**
ELIGIBILITY : **RA 1080 (BAR)**

JOB SUMMARY

Under general supervision and with some latitude for the exercise of independent judgment; engage in varied and difficult professional work requiring moderate training and considerable experience in policy review and research, case analysis, and policy standards formulation; responsible for the research and development of policies relating to data privacy in information and communication systems; and coordinate and consult with relevant regulatory agencies and other stakeholders for the formulation of policies and organizational standards for the protection of personal information and the effective implementation of the Data Privacy Act of 2012.

DUTIES AND RESPONSIBILITIES

1. Drafts and proposes legislation, amendments or modifications to Philippine laws on privacy or data protection in information and communication systems as may be necessary.
2. Recommends and develops standards for organizational, physical, and technical security measures for the protection of personal information.
3. Consults and coordinates with relevant regulatory agencies and other stakeholders towards the development and implementation of sound data privacy or data protection policies in information and communication systems.
4. Analyzes news and reports on information and communication technology issues and provides advice on their anticipated impact on privacy or data protection.
5. Liaises with privacy or data protection authorities in other countries in the conduct of research and preparation of reports, best practice models and manuals, as well as in facilitating cross-border enforcement of privacy or data protection laws.
6. Acts as resource speaker on topics involving data privacy in trainings and seminars.
7. Contributes to the establishment of data privacy protocols and mechanisms in

information and communication systems that enhance inter-agency and public-private relations.

8. Undertakes research and prepares responses, submissions, briefings, and reports on matters relating to privacy or data protection.
9. Attends meetings, hearings, conferences, and other similar work-related events.
10. Performs other tasks as may be assigned by the Chief, PDD, PPO Director, Executive Director and Office of the Privacy Commissioner.

Interested applicants should send a copy of the following requirements with application letter to jobs@privacy.gov.ph not later than 12 April 2024.

1. Latest Resume
2. Full accomplished **Notarized Personal Data Sheet (PDS)** with recent passport-size picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at www.csc.gov.ph;
3. Certified true copy of Performance rating **in the last rating period** (if applicable);
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records and Diploma
6. Photocopy of certificate of trainings attended for the last five years

Only applications with complete requirements will be processed. Please also note that due to the volume of applications received by this Commission, we will be inviting only those who are shortlisted to proceed with the recruitment process.

NOTE: The National Privacy Commission (NPC) adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion, political affiliation and/or indigenous group membership in the implementation of its recruitment, selection, and placement.

PRIVACY NOTICE: All the personal information contained in your PDS, Curriculum Vitae, medical records and other related employment documents shall be used solely for documentation and processing purposes within NPC and shall not be shared with any outside parties without your written consent. Personal information shall be retained and stored by the NPC within a time/period in accordance with the National Archives of the Philippines' General Disposition Schedule.

Approved by:



ATTY. IVIN RONALD D.M. ALZONA
Executive Director IV
Chairperson, HRMPSB