

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

Electronic copy to be submitted to the CSC FO, must be in MS Excel format

Request for Publication
GLADYS GRACE B. RIVERA
12 April 2024

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:

ROSALY B. SANTOS
Chief Administrative Officer

Date: 11 April 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	SUPERVISING ADMINISTRATIVE OFFICER	NPC-DICTB-SADOF-17-2016	22	71,511	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	-	ADMINISTRATIVE SERVICES DIVISION
2	ADMINISTRATIVE OFFICER V	NPC-DICTB-ADOF5-18-2016	18	46,725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	-	ADMINISTRATIVE SERVICES 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 26 April 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

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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.