

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

12 FEB 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: 12 FEB 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	<b>LEGAL ASSISTANT II</b>	NPC-DICTB-LEA2-2-2016	12	29,165	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service Professional/ Second Level Eligibility	-	NATIONAL PRIVACY COMMISSION

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 27 FEB 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](http://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 # 3**

**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](mailto:jobs@privacy.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**