



NOTICE OF VACANCIES

POSITION : **LEGAL ASSISTANT (1)**
SALARY : **P29,165.00 (12)**
STATUS OF EMPLOYMENT : **PERMANENT**
ITEM NUMBER : **LEA2-2-2016**
AREA OF ASSIGNMENT : **POLICY DEVELOPMENT DIVISION**

QUALIFICATION STANDARDS

EDUCATION : **BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses**
TRAINING : **4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure**
WORK EXPERIENCE : **None Required**
ELIGIBILITY : **Career Service Professional/ Second Level Eligibility**

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 formulations; responsible for the research and development of policies relating to data privacy in information and communications 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. Conducts research on relevant laws, regulations, legal articles and data privacy-related topics;
2. Drafts legal documents;
3. Organizes files and maintain documents of the Policy Development Division;
4. Prepares office-related materials such as activity designs, concept notes, slide presentations, post-activity reports and documentations;
5. Coordinates with external stakeholders to schedule interviews, meeting and orientations;
6. Assists in developing and maintaining networks with other and division within the Commission, other national government agencies, local government units, civil society organizations, private groups and other stakeholders to facilitate exchange of information of information and promote the interests of the Commission;
7. Attends meetings, conferences, hearings, consultation and other similar work-related events;

- events;
8. Act as a resource speaker on topics involving data privacy policies in training workshops and similar activities;
 9. Assist in programs or special projects for the Commission; and
 10. Performs such other functions as may be assigned by the PPO Director, Executive Director, or Privacy Commissioner.

Interested applicants should send a copy of the following requirements with application letter to jobs@privacy.gov.ph not later than 13 June 2024.

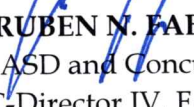
1. Latest Resume;
2. Full accomplished Notarized Personal Data Sheet (PDS) with recent passport-size picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at www.csc.gov.ph;
3. Certified true copy of performance rating in the last rating period (if applicable);
4.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


MARLON RUBEN N. FABRICANTE
Chief, ASD and Concurrent
OIC-Director IV, FAO
Per PSCO no. 043 s. 2024