



NOTICE OF VACANCIES

POSITION : **ATTORNEY III (1)**
SALARY : **P63,997 (SG21)**
STATUS OF EMPLOYMENT : **PERMANENT**
ITEM NUMBER : **ATY3-7-2016**
AREA OF ASSIGNMENT : **POLICY REVIEW 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 amendments or modifications to pending legislation relative to privacy or data protection as may be necessary.
2. Recommends and develops standards for organizational 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, including assigned sectors.
4. Drafts advisory opinions and replies to complex inquiries involving data privacy and/or data protection concerns, issues and matters.
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 a resource speaker on topics involving data privacy in training and seminars.
7. Undertakes research and prepares responses, submissions, briefings, and reports on matters relating to privacy or data protection.
8. Attends meetings, hearings, conferences, and other similar work-related events.
9. Performs such other functions as may be assigned by the PRD Chief, PPO Director, Executive Director, and Privacy Commissioner.

POSITION : ADMINISTRATIVE OFFICER V
SALARY : P46,725 (SG18)
STATUS OF EMPLOYMENT : PERMANENT
ITEM NUMBER : ADOF5-17-2016
AREA OF ASSIGNMENT : FINANCIAL PLANNING AND MANAGEMENT DIVISION

QUALIFICATION STANDARDS

EDUCATION : Bachelor's degree relevant to the job
TRAINING : 8 hours of relevant training
WORK EXPERIENCE : 2 years of relevant experience
ELIGIBILITY : Career Service (Professional) Second Level Eligibility

JOB SUMMARY

Under general supervision and with some latitude for the exercise of independent judgment; engage in moderately difficult professional work and financial planning and management; participate in the formulation of policies, plans, programs, and projects of the Commission on data privacy; ensure that the results thereof are properly applied and utilized, and in the provision of guidelines for performance evaluation and monitoring.

DUTIES AND RESPONSIBILITIES

1. Assists the Division Chief in the conduct of research, data gathering and analysis that involves budget, financial and planning and related projects.
2. Assists the Division Chief in the conduct of research, data gathering and analysis that involves financial management and come-up with a policy recommendation that is scientific and evidence-based.
3. Assists in providing access and dissemination of S&T and Data Privacy Information thru submission of the periodic report to oversight agencies and stakeholders.
4. Assists the Division Chief in the programming of government funds for the implementation of the programs, projects, and activities of the Commission.
5. Assists in the preparation and monitoring of the implementation of the Division's work and financial plan.
6. Prepares reportorial requirements to different oversight agencies and ensures compliance and submission in consistent with the existing rules and regulations.
7. Performs other related tasks as may be assigned by the immediate supervisors, FPMD Division Chief, FAO Director, Executive Director, and Privacy Commissioner.

Interested applicants should send a copy of the following requirements with application letter to jobs@privacy.gov.ph not later than 05 June 2024.

1. Latest Resume
2. Full accomplished and updated **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

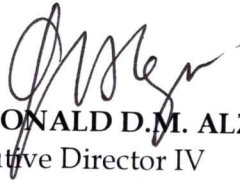
6. Photocopy of certificate of trainings attended for the last five years

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:



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