



NOTICE OF VACANCIES

POSITION	:	ATTORNEY III (1)
SALARY	:	P63,997 (SG21)
STATUS OF EMPLOYMENT	:	PERMANENT
ITEM NUMBER	:	ATY3-9-2022
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.

POSITION : ATTORNEY III (2)
 SALARY : P63,997 (SG21)
 STATUS OF EMPLOYMENT : PERMANENT
 ITEM NUMBER : ATY3-8-2016, ATY3-106-2020
 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 speakers 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; and
9. Performs such other functions as may be assigned by the Chief PRD, PPO Director,

Executive Director, or Privacy Commissioner.

POSITION : ACCOUNTANT II (1)
SALARY : P39,672
STATUS OF EMPLOYMENT : PERMANENT
ITEM NUMBER : A2-17-2016
AREA OF ASSIGNMENT : FINANCIAL, PLANNING AND
MANAGEMENT DIVISION

QUALIFICATION STANDARDS

EDUCATION : Bachelor's degree in Commerce/Business
Administration major in Accounting
TRAINING : 4 hours of relevant training
WORK EXPERIENCE : 1 year of relevant experience
ELIGIBILITY : RA 1080

JOB SUMMARY

Under general supervision and with some latitude for the exercise of independent judgment, engage in moderately professional work, requiring broad knowledge on financial management. It also participates in the formulation of policies, plans, programs, and projects of the Commission on data privacy and ensures 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 in the conduct of scientific research and development activities of the Division on financial management initiatives;
2. Assists the Accountant III in the formulation of policies, plans, programs, and projects of the Commission on data privacy and ensures that the results thereof are properly applied and utilized, and in the provision of guidelines for physical and financial planning;
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. Prepares mandatory remittances to BIR, Pagibig, Philhealth and GSIS, bank reconciliation and treasury reports, disbursement journals, general journals and other accounting reports;
6. Prepares monthly, quarterly, and yearly financial accountability reports and other reports required by the oversight agencies;
7. Prepares reportorial requirements to different oversight agencies and ensures compliance and submission in consistent with the existing rules and regulations;
8. Performs such other functions as may be assigned by the Chief FPMD, FAO Director, Executive Director, or Privacy Commissioner.

POSITION : ADMINISTRATIVE OFFICER IV (1)
SALARY : P36,619
STATUS OF EMPLOYMENT : PERMANENT
ITEM NUMBER : ADOF4-16-2016
AREA OF ASSIGNMENT : FINANCIAL, PLANNING AND
MANAGEMENT DIVISION

QUALIFICATION STANDARDS

EDUCATION : Bachelor's degree relevant to the job
TRAINING : 4 hours of relevant training
WORK EXPERIENCE : 1 year 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 professional work, requiring broad knowledge on financial management. It also participates in the formulation of policies, plans, programs, and projects of the Commission on data privacy and ensures that the results thereof are properly applied and utilized, and in the provision of guidelines for performance evaluation and monitoring.

DUTIES AND RESPONSIBILITIES

1. Provides access and dissemination of S&T and Data Privacy Information to ensure submission of the report to oversight agencies such as DICT, DBM, COA, NEDA, PCW, Office of the President and other legislative offices;
2. Conducts research, assessment and evaluation in conceptualization and application of processes, methods and systems to highlight the financial implications of plans, to define the resources required to achieve these plans, and to provide a means of measuring, viewing and controlling the obtained results in order to provide economical, efficient and effective service and proper use of government funds;
3. Formulates policies, plans, programs, and projects of the Commission on data privacy and ensures that the results thereof are properly applied and utilized, and in the provision of guidelines for physical and financial planning;
4. Facilitates the programming of government funds for the implementation of the programs, projects, and activities of the Commission;
5. Collects, analyzes, consolidates and prepares monthly/quarterly physical report of operations, including related narrative reports and encodes consolidated reports to the system;
6. Prepares reportorial requirements to different oversight agencies and ensures compliance and submission in consistent with the existing rules and regulations;
7. Monitors the programming of government funds for the implementation of the programs, projects, and activities of the Commission;
8. Performs such other functions as may be assigned by the Chief FPMD, FAO Director, Executive Director, or Privacy Commissioner.

POSITION : **INFORMATION SYSTEMS ANALYST II (1)**
SALARY : **P39,672 (SG 16)**
STATUS OF EMPLOYMENT : **PERMANENT**
ITEM NUMBER : **INFOSA2-5-2016**
AREA OF ASSIGNMENT : **COMPLAINTS AND INVESTIGATION
DIVISION**

QUALIFICATION STANDARDS

EDUCATION : **Bachelor's degree relevant to the job**
TRAINING : **4 hours of relevant training**
WORK EXPERIENCE : **1 year of relevant experience**
ELIGIBILITY : **Career Service (Professional) Second Level
Eligibility**

JOB SUMMARY

Under general supervision and with some latitude for the exercise of independent judgement, conducts investigation to determine whether data privacy violations were committed in relation to complaints received and investigations instituted, provides technical assistance during investigations, and assists in supervising the operations, maintenance, and security of the digital forensics laboratory.

DUTIES AND RESPONSIBILITIES

1. Assists in instituting investigations regarding violations of the DPA including the preparation of technical reports
2. Assists in the formulation of investigation report of Breach Notification as may be assigned by the Division Chief and/or the Supervisor regarding alleged violations to the DPA;
3. Assists in the maintenance and utilization management of the Forensic laboratory to meet global standards and court worthiness;
4. Assists in the maintenance and implementation of case management system and other database systems of the division;
5. Assists in the conduct of forensic examination, as may be assigned by the Division Chief and/or the supervisor; and
6. Performs such other functions as may be assigned by the Chief CID, LEO Director, Executive Director or Privacy Commissioner.

POSITION : **INFORMATION OFFICER I**
SALARY : **P27,000 (SG11)**
STATUS OF EMPLOYMENT : **PERMANENT**
ITEM NUMBER : **INFO1-18-2016**
AREA OF ASSIGNMENT : **PUBLIC INFORMATION AND ASSISTANCE
DIVISION**

QUALIFICATION STANDARDS

EDUCATION : **Bachelor's degree**
TRAINING : **None Required**
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 judgement, engaged in moderately difficult professional work on developing content to support advocacy objectives, requiring moderate training on website maintenance and management and development of media articles and other IEC materials. Involved in the formulation of programs and projects involving science and technology development and promotion. Renders scientific and technological services including conduct of technology assessment feasibility and technical studies. Provides access to science and technology information through publication and press releases.

DUTIES AND RESPONSIBILITIES

1. Assists information management including publication and website maintenance and the provision of public serves in the Commission;
2. Assists in public relations and the receiving section of the Commission for transaction and communications with the publication;
3. Assists in the development, implementation or organize activities, programs or projects to inform and educate the public on data privacy, data protection and fair information rights and responsibilities;
4. Assists in the management and maintenance of the receiving section for public communications and transactions;
5. Respond to requests for information about the commission and the DPA in coordination with different offices;
6. Assists in the formulation and implementation of programs to have the policies, plans and activities of the Commission properly understood by the public;
7. Helps in the acceptance of all complaints, inquiries and requests for assistance and refer to appropriate office;
8. Assists in the regular publication of a guide to all laws relating to data protection in coordination with the Legal Office and the Policy Standards Office;
9. Assists in the compilation of agency system of records and notices, including inde and other finding aids in coordination with Data Security and compliance office;
10. Helps in maintaining the website to provide comprehensive information about the Data Privacy Act and related issuances;
11. Performs such other functions as may be assigned by the Chief PIAD, 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 29 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
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:


MARIA DELIA S. PRESQUITO
Director IV
Vice-Chairperson, HRMPSB 