



## NOTICE OF VACANCIES

POSITION : INFORMATION OFFICER IV  
SALARY : P74,836 (SG22)  
STATUS OF EMPLOYMENT : PERMANENT  
ITEM NUMBER : INFO4-16-2016  
AREA OF ASSIGNMENT : PUBLIC INFORMATION AND ASSISTANCE  
DIVISION

## QUALIFICATION STANDARDS

EDUCATION : Bachelor's degree  
TRAINING : 16 hours of relevant training  
WORK EXPERIENCE : 3 years of relevant experience  
ELIGIBILITY : Career Service (Professional)/ Second Level  
Eligibility

## JOB SUMMARY

Under general supervision and with substantial latitude for the exercise of independent judgment; serve as Assistant Division Chief of PIAD; engage in varied and difficult professional work in information management and public relations, requiring moderate training, considerable experience, and thorough knowledge on information management and public relations; involve in the formulation and review of programs and involving science and technology development and promotion; render scientific and technological services including the conduct of technology assessment feasibility and technical studies; and provide access to science and technology information through publication and press releases.

## DUTIES AND RESPONSIBILITIES

1. Assists the Division Chief in the planning, organizing, staffing, directing, coordinating and reviewing the major functions of the division which include information management, public relations, media relations, website management, publications and development of information, education and communication materials for effective and efficient public information and assistance.
2. Supervises the implementation of the division's plans, programs and activities.
3. Assists in the preparation and monitoring of the implementation of the division's work and financial plan.
4. Renders scientific and technological services through review of technology assessment feasibility and technical studies.
5. Reviews proposed programs and projects involving science and technology development and promotion.
6. Prepares division's Annual Procurement Management Plan and monitors its implementation.

7. Prepares reportorial requirements to different oversight agencies and ensures compliance and submission in consistent with the existing rules and regulations; and
8. Performs other tasks as may be assigned by the PIAD Chief, Executive Director, and Privacy Commissioner

POSITION : ATTORNEY III  
SALARY : P67,005 (SG21)  
STATUS OF EMPLOYMENT : PERMANENT  
ITEM NUMBER : ATY3-13-2016  
AREA OF ASSIGNMENT : COMPLAINTS AND INVESTIGATION  
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 in the conduct of hearings, on dispute and conflict resolution requiring moderate training on alternative dispute resolution, case analysis and considerable experience and thorough knowledge on legal management and fact-finding report preparation which includes recommendation to the Commission en banc.

#### **DUTIES AND RESPONSIBILITIES**

1. Assists the Chief of the Division in the formulation of legal strategies to promote and protect the Commission.
2. Assists the Chief of the Division in the formulation of office policies to ensure Commission's compliance to oversight agencies and other relevant laws.
3. Assists the Chief of the Division in maintaining proper interactions with other relevant government agencies, legislative bodies, and the stakeholders for the promotion of data privacy information exchange.
4. Advises the agency on legal decisions; prepares contract provisions on standardization, quality control, and calibration services; as well as reviews of contracts and other legal documents.
5. Assists in conducting technical studies, research, analysis and interpretation of complex policy, legal and regulatory issues, to prepare high quality and articulate submissions, reviews and recommendations.
6. Assists the Chief of the Division in the programing of the government funds for the implementation of the programs, projects, and activities of the Commission.
7. Assists in the conduct of investigation into alleged violations of the Data Privacy Act of 2012 and other related issuances.
8. Drafts recommendations of an evaluation of claims for damages brought to the Commission following the provisions of the Data Privacy Act of 2012.
9. Attends meetings, conferences, hearings, consultation, and other similar work-related

events.

10. Assists in administering oaths, summon witnesses and require the production of documents by a subpoena duces tecum for the investigation into cases involving violations of Data Privacy Act of 2012.
11. Supervision over the forensic laboratory and support for the Data Center:
  - 11.1. Oversees the conduct of technical studies, research, analysis and interpretation of complex policy, legal and regulatory issued, to prepare high quality and articulate reviews and recommendations.
  - 11.2. Assists in coordinating scientific, technical and administrative programs, plans, and policies with DICT.
  - 11.3. Provides risk management, risk perception and risk analysis on Commission decisions and operations.
  - 11.4. Supervises of the Forensic Laboratory.
  - 11.5. Implements information technologies in said facilities to help maintain the organization's effectiveness and efficiency.
  - 11.6. Recommends information technology strategies, policies and procedures for the facilities by evaluating organization outcomes, identifying problems; evaluating trends; anticipating requirements.
  - 11.7. Manages the day-to-day operations assigned in the facilities including directing staff, who support administrative computing, networking user services, telecommunications and other information technology functions.
12. Performs other tasks as may be assigned by the CID Chief, LEO Director, Executive Director, and Privacy Commissioner.

Interested applicants should send a copy of the following requirements with application letter to [jobs@privacy.gov.ph](mailto:jobs@privacy.gov.ph) not later than 03 December 2024.

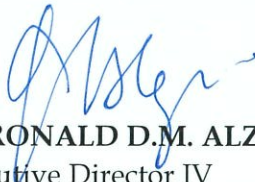
1. Fully accomplished updated and notarized Personal Data Sheet (PDS) with recent passport-size picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Certified true copy of performance rating in the last rating period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

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