

NOTICE OF VACANCIES

POSITION : CHIEF ADMINISTRATIVE OFFICER
SALARY : P94,132 (SG24)
STATUS OF EMPLOYMENT : PERMANENT
ITEM NUMBER : CADOF-19-2016
AREA OF ASSIGNMENT : FINANCIAL PLANNING AND
MANAGEMENT DIVISION

QUALIFICATION STANDARDS

EDUCATION : Masteral Degree or Certificate in Leadership
and Management from the CSC
TRAINING : 40 hours of supervisory/ management learning
and development intervention
WORK EXPERIENCE : 4 years of supervisory/ management experience
ELIGIBILITY : Career Service (Professional)/ Second Level
Eligibility

JOB SUMMARY

Under direction and considerable latitude for the exercise of independent judgment; serves as Head of the Financial Planning and Management Division; engages in varied and exceptionally difficult work in all key result areas of financial, planning and management, important and responsible professional work requiring training on financial, planning and management, supervisory and managerial/leadership, exceptional experience and demonstrated capacity for sound independent work and profound knowledge on financial management; and 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. Plans, organizes, directs, coordinates, and reviews the major functions of the division which include planning, budget management, accounting, and other financial-related matters for effective and efficient resource mobilization.
2. Supervises FPMD personnel in the implementation of the division's plans, programs, and activities consistent with the division's work and financial plans.
3. Monitors, coaches, and mentors subordinates in the performance of their individual duties and responsibilities consistent with the existing guidelines and procedures.
4. Reviews and approves reportorial requirements to different oversight agencies and ensures compliance and submission consistent with the existing rules and regulations.
5. Conducts scientific research on strategic and operational planning initiatives and comes up with an analysis that will serve as a basis and reference in decision-making and policy development for physical and financial resources.

6. Reviews, evaluates, and recommends policies, systems, tools, and procedures to the top management and relevant committees for effective and efficient financial and planning management and work productivity.
7. Assists the management in coming up with evidence-based decisions and policies with regard to financial planning and management, particularly budget forecasting and financial controls.
8. 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 physical and financial planning.
9. Maintains proper interactions with oversight government agencies and stakeholders for the promotion of data privacy information exchange.
10. Assists in the programming of government funds for the implementation of the programs, projects, and activities of the Commission.
11. Spearheads the conduct of annual, mid year or year-end planning and assessment of work and financial plans and programs of NPC.
12. Ensures the compliance of the division on data privacy policies in relation to the Commission's own compliance with the Data Privacy Act.
13. Prepares work and financial plans of the division and monitors its implementation.
14. Assists in providing access to and dissemination of S&T and data privacy information through submission of the periodic report to oversight agencies and stakeholders.
15. Performs other tasks as may be assigned by the FPMD Chief, FAO Director, Executive Director, and Privacy Commissioner.

POSITION : ADMINISTRATIVE OFFICER IV
 SALARY : P38,413 (SG15)
 STATUS OF EMPLOYMENT : PERMANENT
 ITEM NUMBER : ADOF4-15-2016
 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, with some latitude for independent judgment, engages in moderately difficult professional work in financial planning and management; and participates in the formulation of policies, plans, programs, and projects of the Commission on data privacy, ensuring proper application and utilization of the results and providing guidelines for performance evaluation and monitoring.

DUTIES AND RESPONSIBILITIES

1. Assists in the conduct of scientific research and development activities of the division on any financial planning and management.

2. Assists the Division Chief in the conduct of research, data gathering, and analysis that involves budget, financial and planning and related projects.
3. Assists the Division Chief in formulating policies, plans, programs, and projects of the Commission on data privacy ensuring proper application and utilization of the results and providing guidelines for physical and financial planning.
4. Assists the Division Chief in programming government funds for the implementation of the programs, projects, and activities of the Commission.
5. Assists in providing access to and dissemination of S&T and data privacy information through submission of the periodic reports to oversight agencies and stakeholders.
6. Prepares reportorial requirements for different oversight agencies and ensures compliance and submission consistent with the existing rules and regulations.
7. Collects, analyzes, consolidates and prepares monthly/quarterly/yearly budget and financial accountability reports, including related narrative reports and encodes consolidated reports to the system.
8. Assists in the annual budget preparation and planning process of the Commission.
9. Conducts periodic studies of current tools and trends in the planning, budgeting and management of government programs and projects.
10. Performs other tasks as may be assigned by the FPMD Chief, FAO Director, Executive Director, and Privacy Commissioner.

POSITION : ADMINISTRATIVE OFFICER IV
 SALARY : P38,413 (SG15)
 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, engages in moderately professional work, requiring broad knowledge on financial management; and 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. 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.
3. Facilitates the programming of government funds for the implementation of the programs, projects, and activities of the Commission.
 4. Collects, analyzes, consolidates and prepares monthly/quarterly physical report of operations, including related narrative reports and encodes consolidated reports to the system.
 5. Prepares reportorial requirements to different oversight agencies and ensures compliance and submission in consistent with the existing rules and regulations.
 6. Monitors the programming of government funds for the implementation of the programs, projects, and activities of the Commission.
 7. Performs other tasks as may be assigned by the FPMD Chief, FAO Director, Executive Director, and Privacy Commissioner.

POSITION : ATTORNEY III
SALARY : P 67,005 (SG21)
STATUS OF EMPLOYMENT : PERMANENT
ITEM NUMBER : ATY3-103-2020
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; engages 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 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 or 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, submission, briefing, and reports on matters relating to privacy or data protection.
 8. Attends meetings, hearings, conferences, and other similar work-related events.
 9. Performs other tasks as may be assigned by the PPD Chief, PPO Director, Executive Director, and Privacy Commissioner.

POSITION : INTERNAL AUDITOR III
SALARY : P 49,015.00 (SG18)
STATUS OF EMPLOYMENT : PERMANENT
ITEM NUMBER : IAUD3-2-2023
AREA OF ASSIGNMENT : INTERNAL AUDIT DIVISION

QUALIFICATION STANDARDS

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

JOB SUMMARY

Under general supervision, with some latitude for the exercise of independent judgment, engages in moderately difficult but routine work; and performs difficult and responsible work requiring training and moderate experience and good knowledge of internal audit rules and processes.

DUTIES AND RESPONSIBILITIES

1. Assigns and clarifies work assignments of members of audit team.
2. Discusses internal audit scope and objectives with affected agency personnel prior to conduct of audit.
3. Leads an internal audit team in the conduct of financial and/or operations audit.
4. Reviews findings and recommendations of audit team for completeness and conformance to audit plan, standards and guidelines.
5. Drafts the consolidated internal audit report.
6. Discusses audit results with auditee/s before the draft of the report is finalized.
7. Follows-up actions to determine if audit recommendations have been carried out or not and to inquire for the reasons for non-implementation.
8. Conducts investigations of anomalies discovered in audits and submits reports and recommendations on investigation completed.
9. Conducts special audits as assigned.
10. Performs other tasks as may be assigned by the IAD Chief, Executive Director and Privacy Commissioner.

POSITION : INTERNAL AUDITOR II
SALARY : P 38,413.00 (SG15)
STATUS OF EMPLOYMENT : PERMANENT
ITEM NUMBER : IAUD2-3-2023
AREA OF ASSIGNMENT : INTERNAL AUDIT DIVISION

QUALIFICATION STANDARDS

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

JOB SUMMARY

Under general supervision, with some latitude for the exercise of independent judgment, and performs somewhat difficult responsible professional work requiring training moderate experience and broad knowledge of internal audit policies and procedures.

DUTIES AND RESPONSIBILITIES

1. Discusses internal audit scope and objectives with affected agency personnel prior to conduct of audit.
2. Performs difficult financial and/or operations auditing work.
3. Drafts report on the results of the audit completed.
4. Discusses audit results with auditee/s before the draft of the report is finalized.
5. Makes appropriate recommendations based on the results of the audit.
6. Follows-up actions to determine if audit recommendations have been carried out or not and to inquire for the reasons for non-implementation.
7. Performs such other functions as may be assigned by the Chief, IAD and 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 judgment; engages 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; involves 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; and 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 and Enforcement Office and the Privacy Policy Office.
9. Assists in the compilation of agency system of records and notices.
10. Helps in maintaining the website to provide comprehensive information about the Data Privacy Act and related issuances.
11. Performs other tasks as may be assigned by the PIAD Chief, 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 04 FEB 2025

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;
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

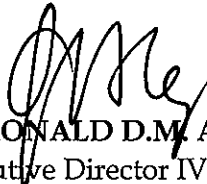
Only applications with complete requirements will be processed. Please also note that due to the volume of applications received by this Commission, we will be inviting only those who are shortlisted to proceed with the recruitment process.

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