

Republic of the Philippines
NATIONAL PRIVACY COMMISSION
Request for Publication of Vacant Positions

Date of Publication

Electronic copy to be submitted to the CSC FO must be in MS Excel format

10 MAR 2025

MANUEL DV. CASTILLO JR.
Senior Human Resource Specialist

To: CIVIL SERVICE COMMISSION (CSC)

CSC - FO Office of the President

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the NATIONAL PRIVACY COMMISSION in the CSC website:

ROSALY B. SANTOS

Chief, HRDD

Date:

10 March 2025

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ATTORNEY III	NPC-DICTB-ATY3-9-2022	21	70,013	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (BAR)	-	POLICY DEVELOPMENT DIVISION
2	ATTORNEY III	NPC-DICTB-ATY3-9-2016	21	70,013	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (BAR)	-	POLICY REVIEW DIVISION
3	DEVELOPMENT MANAGEMENT OFFICER III	NPC-DICTB-DMO3-7-2016	18	51,304	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	-	POLICY DEVELOPMENT DIVISION
4	LEGAL ASSISTANT II	NPC-DICTB-LEA2-2-2016	12	32,245	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service Professional/ Second Level Eligibility	-	POLICY DEVELOPMENT DIVISION
5	LEGAL ASSISTANT II	NPC-DICTB-LEA2-1-2016	12	32,245	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service Professional/ Second Level Eligibility	-	POLICY REVIEW DIVISION

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than

31 March 2025.

1. Fully accomplished and updated **Notarized Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017) and **Work Experience Sheet** which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Photocopy of certificates of trainings

Publication Request # 03

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ATTY. IVIN RONALD D.M. ALZONA

Executive Director IV

5th Floor Delegation Building, Philippine International
Convention Center (PICC) Complex, Roxas Boulevard,
Manila 1307

jobs@privacy.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.