

## NOTICE OF VACANCIES

POSITION : ATTORNEY III  
SALARY : P70,013.00 (SG21)  
STATUS OF EMPLOYMENT : PERMANENT  
ITEM NUMBER : ATY3-100-2020  
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; 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 coordinates and consults 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. Assists the Chief PDD in coordinating 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 prepares reports on information and communication technology issues and provides advice on their anticipated impact on privacy or data protection.
5. Assists the Chief PDD in incoming work 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. Recommends 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, when necessary.
10. Performs other tasks as may be assigned by the PDD Chief, PPO Director, Executive Director, and Office of the Privacy Commissioner.

POSITION	:	ATTORNEY III
SALARY	:	P70,013.00 (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 coordinates and consults 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.  
Performs such other functions as may be assigned by the PRD Chief, PPO Director, Executive Director, or Privacy Commissioner

POSITION	:	DEVELOPMENT MANAGEMENT OFFICER III
SALARY	:	P51,304.00 (SG18)
STATUS OF EMPLOYMENT	:	PERMANENT
ITEM NUMBER	:	DMO3-7-2016
AREA OF ASSIGNMENT	:	POLICY DEVELOPMENT 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

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## DUTIES AND RESPONSIBILITIES

1. Drafts, collects, documents, analyzes, and reviews of all internal and external policies relative to data privacy.
2. Prepares knowledge products and information, communication and education materials relating to data privacy.
3. Prepares Office-related materials such as activity design, concept notes, slide presentations, post-activity reports, and documentation.
4. Coordinates with the NPC's Legal and Enforcement Office and other stakeholders within or outside the Commission, in the resolution of policy questions and other concerns relative to data privacy.
5. Develops and maintain network with other Offices and divisions of the Commission, other national government agencies, local government units, civil society organizations, private groups, and other stakeholders to facilitate exchange of information and promote the interest of the Commission.
6. Attends meeting, conferences, hearings, consultation, and other similar work-related events.
7. Acts as a resource speaker on topics involving data privacy policies in training, workshops, and similar activities.

8. Performs other tasks as may be assigned by the PDD Chief, PPO Director, Executive Director, or Privacy Commissioner.

POSITION : **LEGAL ASSISTANT II**  
SALARY : **P32,245.00 (12)**  
STATUS OF EMPLOYMENT : **PERMANENT**  
ITEM NUMBER : **LEA2-2-2016**  
AREA OF ASSIGNMENT : **POLICY DEVELOPMENT DIVISION**

#### **QUALIFICATION STANDARDS**

EDUCATION : **BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses**  
TRAINING : **4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure**  
WORK EXPERIENCE : **None Required**  
ELIGIBILITY : **Career Service Professional/ Second Level Eligibility**

#### **JOB SUMMARY**

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#### **DUTIES AND RESPONSIBILITIES**

1. Conducts research on relevant laws, regulations, legal articles and data privacy-related topics.
2. Drafts legal documents.
3. Organizes files and maintain documents of the Policy Development Division.
4. Prepares office-related materials such as activity designs, concept notes, slide presentations, post-activity reports and documentations.
5. Coordinates with external stakeholders to schedule interviews, meeting and orientations.
6. Assists in developing and maintaining networks with other and division within the Commission, other national government agencies, local government units, civil society organizations, private groups and other stakeholders to facilitate exchange of information of information and promote the interests of the Commission.
7. Attends meetings, conferences, hearings, consultation and other similar work-related events.
8. Acts as a resource speaker on topics involving data privacy policies in training workshops and similar activities.
9. Assists in programs or special projects for the Commission.
10. Performs such other functions as may be assigned by the PDD Chief, PPO Director,

Executive Director, and Privacy Commissioner.

POSITION	:	LEGAL ASSISTANT II
SALARY	:	P32,245.00 (12)
STATUS OF EMPLOYMENT	:	PERMANENT
ITEM NUMBER	:	LEA2-2-2016
AREA OF ASSIGNMENT	:	POLICY REVIEW DIVISION

#### QUALIFICATION STANDARDS

EDUCATION	:	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses
TRAINING	:	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure
WORK EXPERIENCE	:	None Required
ELIGIBILITY	:	Career Service Professional/ Second Level Eligibility

#### JOB SUMMARY

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Interested applicants should send a copy of the following requirements with application letter addressed to Atty. Ivin Ronald D.M. Alzona, Executive Director to [jobs@privacy.gov.ph](mailto:jobs@privacy.gov.ph) not later than \_\_\_\_\_.


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

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. MARIA THERESITA E. PATULA,**  
Director IV, LEO and Concurrent OIC-Executive Director,  
Office of the Executive Director  
*Per PCSO No. 034, s. 2025*