

NOTICE OF VACANCIES

POSITION : ATTORNEY III (2)
SALARY : P70,013.00 (SG21)
STATUS OF EMPLOYMENT : PERMANENT
ITEM NUMBER : ATY3-15-2016, ATY3-97-2020
AREA OF ASSIGNMENT : COMPLIANCE AND MONITORING 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 direction and considerable latitude for the exercise of independent judgment; engages in varied and exceptionally difficult professional work requiring training and supervisory and managerial/leadership, exceptional experience and demonstrated capacity for sound independent work and profound knowledge of law, compliance, monitoring and evaluation of data security, technical measures and conduct of risk assessment on privacy compliance; 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

On policy interpretation and implementation

1. Ensures consistency in the interpretation of NPC policies within one functional group when assessing the compliance level of PICs and PIPs' information and communications systems/technologies through conduct of compliance checks, evaluation of breach notifications, and registration.

On audit management (for compliance checks and breach notification handling)

2. Conducts technology, privacy, and security assessment of data processing systems in the conduct of compliance checks. This includes the conduct of onsite visits to audit the premises, data centers and other technological infrastructures of PICs/PIPs.
3. Demonstrates an understanding of the PIC/PIP, as well as knowledge of risk analysis and control assessment techniques, project management, and operational and management research.
4. Demonstrates confidentiality, communication, staff management, and governance and ethics sensitivity skills.

On information technology management

5. Provides research support relating to compliance and monitoring applications and

technologies (e.g. registration system, breach notification system and compliance check system using privacy by design or by default approach).

On strategic and corporate planning

6. Designs and implements plans, goals, and/or objectives involving members from other divisions & offices.

On policy development

7. Drafts, reviews, and enhances draft policy issuances and proposals regarding technology, privacy and security issues and trends, and anticipates potential implications and impact.

On conceptual thinking

8. Conduct, an exhaustive analysis of privacy issues and trends to arrive at different alternatives.
9. Performs other tasks as may be assigned by the CMD Chief, DASCO Director, Executive Director, and Office of the Privacy Commissioner.

POSITION	:	LEGAL ASSISTANT II
SALARY	:	P32,245.00 (SG12)
STATUS OF EMPLOYMENT	:	PERMANENT
ITEM NUMBER	:	LEA2-5-2016
AREA OF ASSIGNMENT	:	LEGAL 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

Under general supervision and with some latitude for the exercise of independent judgment, performs somewhat difficult responsible professional work, and requiring training and moderate experience and broad knowledge on legal research and writing.

DUTIES AND RESPONSIBILITIES

1. Assists the lawyers by conducting research on relevant laws, regulations, and legal articles.
2. Assists the lawyers on conducting legal decisions, prepares contract provisions on standardization, quality control, and calibration services as well as reviews of contracts and other legal documents.
3. Organizes files and maintains documents of the Division.
4. Assists the lawyers during trials by handling exhibits, taking notes or reviewing trial transcripts.
5. Coordinates with clients, witnesses, lawyers and outside vendors to schedule interviews, meetings and depositions.

6. Assists the lawyers in maintaining proper interactions with other relevant government agencies, legislative bodies and the stakeholders for the promotion of data privacy information exchange.
7. Attends meetings, conferences, hearings, consultations and other similar work-related events.
8. Assists in programs or special project of the Commission.
9. Performs such other functions as may be assigned by the LD Chief, LEO Director, Executive Director, and Privacy Commissioner.

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 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;
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:


MARIA DELIA S. PRESQUITO
Director IV, FAO and OIC-Executive Director
Per PCSO No. 032, s. 2025 
Vice-Chairperson, HRMPSB