



## NOTICE OF VACANCY

POSITION : INFORMATION SYSTEMS ANALYST I  
SALARY : P 32,245.00 (SG12)  
STATUS OF EMPLOYMENT : PERMANENT  
ITEM NUMBER : INFOSA1-16-2016  
AREA OF ASSIGNMENT : DATA SECURITY AND TECHNOLOGY  
STANDARDS DIVISION

## QUALIFICATION STANDARDS

EDUCATION : Bachelor's degree relevant to the job  
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 judgement; conducts basic and applied research of technology privacy and security laws, standards and best practices to the assessments of PICs and PIPs to their compliance with NPC privacy and technology standards and issuances, performs technical professional work requiring training, moderate experience and broad knowledge of providing information technology support in implementing DSTSD initiatives such as registration, compliance check, breach notification technology support and compliance advocacy, and researches on current technology, privacy and security issues and trends and relates these to existing NPC policies for their continual improvement and development.

## DUTIES AND RESPONSIBILITIES

1. Assists the division in developing standards for physical and technical security measure for data protection using most appropriate standard recognized by the information and communications technology industry, including security standards for the processing of sensitive information in government, and recommend amendments of IRR, as may be necessary;
2. Conducts research on technological trends and developments in electronic platforms and digital media;
3. Assists in issuing guideline on security measures for data protection, encryption, and off-site access in government, and on the electronic format and technical standards for data portability;
4. Provides administrative support for the DSTSD; and
5. Performs other tasks as may be assigned by the DSTSD Chief, DASCO 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](mailto:jobs@privacy.gov.ph) not later than 31 MAY 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](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. IVIN RONALD D.M. ALZONA  
Executive Director  
Chairperson, HRMPSB