

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS - Contract of Service Workers
Office of the National Statistician - Legal Service - Data Protection and Security Unit

Posting Period: 19 APR 2022 to 29 APR 2022

NO.	POSITION TITLE	COMPARABLE SALARY GRADE	NO. OF VACANCIES	PLACE OF ASSIGNMENT	QUALIFICATIONS				COMPENSATION		REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	SALARY PER MONTH	(PLUS UP TO 20% PREMIUM)	
TOTAL			11								
1	Administrative Officer V (Regulatory Compliance Officer) - Assists in the monitoring of compliance of PSA and its stakeholders to the existing security rules and regulations, as well as relevant issuances, and report any violation to the management; - Assists in the review of policies and guidelines on security and ensure its compliance with Memorandum Circular (MC) No. 78, as amended; - Drafts and submits compliance reports based on his assessment of PSA and stakeholder compliance on security policies and guidelines; - Determines which matters should be classified and recommend its proper classification to the DPO/SO; and - Recommends the propriety of revising or modifying security policies and guidelines, as may be necessary to address any security lapses in the existing security policies as determined by the Cybersecurity Specialist.	18	1	ONS-LS-Data Protection and Security Unit	Must have a degree in the field of law, management, accounting, public administration, IT or any related field	With atleast 1 year of relevant experience in a supervisory position	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php43,681.00	Php8,736.20	
2	Administrative Officer V (Training Specialist) - Determines the relevant security trainings to be provided to PSA personnel, in coordination with the DPO/SO and NICA, depending on the type of security clearance possessed by them; - Closely coordinates with NICA for the conduct of the said security trainings; - Establishes a training calendar which enumerates the security trainings to be accomplished for the year, to be held on a quarterly basis, as well as the schedule and list of the names of the personnel who shall undergo the security trainings; - Assists the DPO/SO in the facilitation and conduct of the necessary security trainings, in case of NICA's unavailability; and - Establishes and maintains a list of PRO personnel who have completed the necessary trainings depending on the type of their security clearances.	18	1	ONS-LS-Data Protection and Security Unit	Must have a degree in the field of law, management, accounting, public administration, IT, marketing or any related field	With atleast 1 year of relevant experience in a supervisory position	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php43,681.00	Php8,736.20	

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3	Administrative Officer V (Data Protection and Security Monitoring) - Assists the DPO/SO in the conduct of Partial Background Investigation (PBI) prior to the issuance of ISC; - Peruses the sufficiency of the application and its attachments; - Submits his recommendation to the Security Officer as to the result of the PBI; - Assists in the establishment, implementation and maintenance of the Security Clearance System; and - Coordinates with, and assist the DPSM Custodian in the establishment and maintenance of the Security Investigation Index.	18	1	ONS-LS-Data Protection and Security Unit	Must have a degree in the field of law, management, accounting, public administration, IT or any related field	With atleast 1 year of relevant experience in a supervisory position	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php43,681.00	Php8,736.20	
4	Administrative Officer V (Communication Security and Data Protection Specialist) - Responsible for the selection and training of cleared communication personnel/cybersecurity specialist to perform crypto duties; - Responsible for the operations and maintenance of the crypto center; - Conducts periodic inspection of crypto center to ascertain that crypto-materials are properly handled and accounted for and that all directives concerning crypto-operations are strictly observed; - Designates a custodian for crypto-materials; - Publishes an emergency destruction plan for classified matters; - Recommends measures to improve transmission, cryptographic and physical security; and - Conducts investigation in case of loss or compromise of crypto-materials.	18	1	ONS-LS-Data Protection and Security Unit	Must have a degree in the field of IT or any related field	With atleast 1 year of relevant experience in a supervisory position	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php43,681.00	Php8,736.20	
5	Administrative Officer III (Cybersecurity Specialist) - Assists in the performance of crypto-duties as may be assigned by the CSDPS; - Assists in the determination of the means most appropriate to accomplish the delivery of classified message in accordance with the specified precedence and security requirements; - Determines possible security lapses in the existing security protocols on cryptographic matters and classified matters in electronic form; - Recommends to the CSDPS the necessary measures to remedy the possible security lapses as mentioned in No. 3; and - Assists the CSDPS in the performance of his functions under MC No. 196.	14	1	ONS-LS-Data Protection and Security Unit	Must have a degree in the field of IT or any related field	With atleast 1 year of relevant experience	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php30,799.00	Php6,159.80	

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6	Administrative Officer II (Regulatory Compliance Security Coordinator) - Assists in the monitoring of compliance of PSA and its stakeholders to the existing security rules and regulations, as well as relevant issuances, and report any violation to the management; - Assists in the review of policies and guidelines on security and ensure its compliance with Memorandum Circular (MC) No. 78, as amended; - Drafts and submits compliance reports based on his assessment of PSA and stakeholder compliance on security policies and guidelines; - Determines which matters should be classified and recommend its proper classification to the DPO/SO; and - Recommends the propriety of revising or modifying security policies and guidelines, as may be necessary to address any security lapses in the existing security policies as determined by the Cybersecurity Specialist.	11	1	ONS-LS-Data Protection and Security Unit	Must have a degree in the field of management, accounting, public administration, IT or any related field	With atleast 1 year of relevant experience	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php23,877.00	Php4,775.40	
7	Administrative Officer II (Data Protection and Security Monitoring Security Coordinator) - Assists the DPO/SO in the conduct of Partial Background Investigation (PBI) prior to the issuance of ISC; - Peruses the sufficiency of the application and its attachments; - Submits his recommendation to the Security Officer as to the result of the PBI; - Assists in the establishment, implementation and maintenance of the Security Clearance System; and - Coordinates with, and assist the DPSM Custodian in the establishment and maintenance of the Security Investigation Index.	11	1	ONS-LS-Data Protection and Security Unit	Must have a degree in the field of management, accounting, public administration, IT or any related field	With atleast 1 year of relevant experience	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php23,877.00	Php4,775.40	

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8	Administrative Officer II (Regulatory Compliance Data Protection Coordinator) - Provides support to the Head in overseeing data privacy and protection strategies of the PSA to ensure compliance with applicable laws and regulations; - Assists in the review of data privacy and security as provided under RA No. 11055 and its Implementing Rules and Regulations and related issuances; - Coordinates with the NPC and other government agencies for concerns regarding data privacy and coordinates with the appropriate divisions for their preparation of manuals, security policies, conduct of Privacy Impact Assessment and Vulnerability Assessment and Penetration Testing (VAPT); - Consolidates reports for the DPO/SO such as, but not limited to, a.) status reports of compliance, b.) inventory of documents containing personal information, c.) filing and recording of data breach incident and other administrative reports as may be required by the NPC; and - Communicates to the DPO/SO the updates on the progress of implementation of the PSA strategies and plans on Data Privacy and Security.	11	1	ONS-LS-Data Protection and Security Unit	Must have a degree in the field of management, accounting, public administration, IT or any related field	With atleast 1 year of relevant experience	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php23,877.00	Php4,775.40	
9	Administrative Officer II (Data Protection and Security Monitoring Data Protection Coordinator) - Assists in the monitoring of compliance of PSA and its stakeholders to the existing privacy laws and regulations and report any violation to the management or proper authorities; - Recommends to the Data Breach Response Team (DBRT) actions that will be taken in cases of personal data breach; - Conducts investigation of incidents of personal data breach and investigation for non-compliance with Data Privacy Policies and Guidelines of PSA personnel; - Prepares report on the status of all investigations (personal data breach and non-compliance of personnel); - Prepares reports such as, but not limited to, status reports of compliance, inventory of documents containing personal information, filing and recording of data breach incident and other administrative reports as may be required by the NPC; and - Ensures that data protection measures are in place and strictly implemented throughout all PSA offices/units.	11	1	ONS-LS-Data Protection and Security Unit	Must have a degree in the field of IT or any related field	With atleast 1 year of relevant experience in a supervisory position	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php23,877.00	Php4,775.40	

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10	Administrative Officer II (Custodian of Documents) - Stores all classified matters and all documents related to Data Protection; - Maintains a registry of classified matters, showing all classified matters received and to whom it was transmitted; - Maintains a current roster of persons authorized to access classified matters for each classification in the office; - Assists the DPO/SO in the establishment and maintenance of the Security Investigation Index; - Ensures physical security of classified matters; - Conducts an inventory of all Top Secret Matters; - Maintains records of destroyed Top Secret and Secret matters; and - Accounts for all Top Secret and Secret matters by inventory and transmit the same to his successor, Upon his/her relief.	11	1	ONS-LS-Data Protection and Security Unit	Must have a degree in the field of IT or any related field	With atleast 1 year of relevant experience in a supervisory position	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php23,877.00	Php4,775.40	
11	Administrative Assistant II (Administrative Staff) - Performs administrative tasks, as may be assigned by the Head (DPO/SO); and - Assists in the facilitation of Interim Security Clearance (ISC) application, by performing the following tasks: a. Receives applications for ISC; b. Checks the completeness of the application and attachments based on the ISC Checklist of requirements; and c. Endorses applications with complete attachments to the Data Protection and Security Monitoring coordinator.	8	1	ONS-LS-Data Protection and Security Unit	Bachelor's degree	None required	None required	Preferably with Career Service Subprofessional/ First Level Eligibility	Php18,251.00	Php3,650.20	