



Republic of the Philippines
BATANGAS STATE UNIVERSITY
The National Engineering University

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Human Resource Management Office

Batangas State University is seeking applications from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

One (1) Legal Assistant I-SG 10

(Under Job Order Status; To be assigned at the Data Privacy Office BatStateU – Central Administration)

Education: Graduate of Legal Management/Bachelor of Laws or Juris Doctor/Undergraduate

Experience: Preferably one (1) year as Legal Assistant / Researcher

Competencies: Legal Research / Contact Review and Written Communication / Correspondence

Salary Grade 10 – Php 158.02/hr

Duties and Responsibilities:

- Assist Data Privacy Officer in monitoring the University's compliance with the DPA, its IRR, issuances by the NPC and other applicable laws and policies;
- Ensure the conduct of Privacy Impact Assessments relative to activities, measures, projects, programs, or systems of the University;
- Advise the University regarding complaints, and /or the exercise by data subjects of their rights (e.g., requests for information, clarifications, rectification or deletion of personal data);
- Ensure proper data breach and security incident management by the University, including the latter's preparation and submission to the NPC of reports and other documentation concerning security incidents or data breaches within the prescribed period;
- Inform and cultivate awareness on privacy and data protection within the organization of the University, including all relevant laws, rules and regulations and issuances of the NPC;
- Advocate for the development, review and/or revision of policies, guidelines, projects and/or programs of the University relating to privacy and data protection, by adapting a privacy by design approach;
- Serve as the contact person of the University vis-à-vis data subjects, the NPC and other authorities in all matters concerning data privacy or security issues or concerns and the University;
- Cooperate, coordinate and seek advice from the NPC regarding matters concerning data privacy and security; and
- Perform other duties and tasks that may be assigned by the University that will further the interest of data privacy and security and uphold the rights of the data subject.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Mrs. Louwelyn L. Andal, Assistant Director** of HRMO, together with your updated resume, transcript of records, certificates of employment and trainings attended and other credentials thru:

- http://emc2.batstate-u.edu.ph/hr/publics/job_view/2281 then click the  button.

Submission of application is only from **May 17, 2024-May 27, 2024**.

NOTE: THESE APPLICATION DOCUMENTS SHALL BE SUBMITTED THRU BATSTATEU WEBSITE ONLY. INCOMPLETE DOCUMENTS SHALL NOT BE PROCESSED. FOR STRICT COMPLIANCE.

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1104.

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