VACANCY ANNOUNCEMENT

To: Interested Applicants

Please be informed that the Senate President has authorized the filling-up of the vacant position/s in the Senate Secretariat:

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>POSITION/S</th>
<th>ITEM NO. /S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislative Bills &amp; Index Service</td>
<td>SLSO III</td>
<td>347</td>
</tr>
<tr>
<td></td>
<td>SLSO I</td>
<td>349</td>
</tr>
<tr>
<td></td>
<td>LSO V</td>
<td>336-02</td>
</tr>
<tr>
<td></td>
<td>LSO I</td>
<td>342-01</td>
</tr>
</tbody>
</table>

We are inviting interested personnel to submit their applications to the Human Resources Management Service for evaluation fifteen (15) days upon notice. After such period, no application shall be entertained. Interested applicants should submit the following necessary documents to HRMS:

1. Letter of Application
2. Updated Personal Data Sheet (CS 212 Revised 2017, Notarized with work experience sheet)
3. Authenticated Transcript of Records from the School Registrar
4. Authenticated CSC Certificate of Eligibility and/or other appropriate eligibility
5. Certificate of training/seminar attended (photocopy)
6. Certificate of Employment/Service Record (for non-Senate Personnel)

Only applicants with complete documents shall be considered for evaluation.

Please refer to the attached sheet/s for more details / requirements of the position. Only those who are qualified may apply.

CHRISTIAN P. BORJA
Senate Asst. Service Chief, HRMS

ATTY. MYRA MARIE D. VILLARICA
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS
FROM: JUL 15 2020 TO JUL 30 2020,
POSITION : Supervising Legislative Staff Officer III  
(Section Chief, Indexing, Monitoring LIS Section)

OFFICE : Legislative Bills & Index Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor’s Degree

EXPERIENCE : Five (5) Years Relevant Experience

TRAINING : Thirty-two Hours (32) Relevant Training

ELIGIBILITY : Career Service Professional / R.A. 1080

POSITION DESCRIPTION

Supervises the following:

A. Monitoring of:

1. Parliamentary status of bills/resolutions;

2. Statistical report preparation; (daily summary report/statistics posted on Senate website and statistical data by author)

3. Highlights of session preparation;


B. Indexing of bills/resolutions;

1. Status cards preparation;

2. Preparation of indeces as to treaties, communications/messages, and privilege speeches;

3. Preparation of summary listing and subject indeces for laws and adopted resolutions.

C. Legislative Information System (LIS)

1. Updating of legislative records of bills/resolutions;

2. Updating of messages from the President of the Philippines/Treaties;

3. Prepares communication re: archival of legislative documents and other Legislative Information System related matters;

4. Scanning of all bills/resolutions/committee reports/laws and adopted matters;

5. Preparation of special report on certain matters.

4th Floor, Senate of the Philippines, GSIS Building, Financial Center, Roxas Boulevard, Pasay City
Office Phone Nos.: 552-6601 to 80 (Trunk Lines) Local 4254 to 59 and 552-6835 (Direct Line)
Telefax No.: 552-6835 • E-mail address: hrms_recruitment@senate.gov.ph
POSITION : Supervising Legislative Staff Officer I
(Senior Indexing Officer)

OFFICE : Legislative Bills & Index Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor’s Degree

EXPERIENCE : Four (4) Years Relevant Experience

TRAINING : Twenty-four (24) Relevant Training

ELIGIBILITY : Career Service Professional / R.A. 1080

POSITION DESCRIPTION

1. Monitors parliamentary status of bills/resolutions filed/acted upon.

2. Reviews legislative records/status of bills and resolutions.

3. Prepares cumulative listing of bills/resolutions filed by authors.

4. Prepares statistical report of bills/resolutions filed by authors.

5. Monitors session hall proceedings for the daily highlights of the session.
POSITION : Legislative Staff Officer V  
(Asst. Engrossment Officer)

OFFICE : Legislative Bills & Index Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor’s Degree

EXPERIENCE : Three (3) Years Relevant Experience

TRAINING : Sixteen (16) Hours Relevant Experience

ELIGIBILITY : Career Service Professional / R.A. 1080

POSITION DESCRIPTION

1. Assists in the engrossment of approved amendments to the bills and resolutions for the printing of the third reading copies.

2. Assists in the enrollment of approved bills and resolutions.

3. Assists in copyreading/proofreading of bills, resolutions and committee reports, draft order of business, calendars, transmittals, communications, etc.

4. Prepares enrolled copies of approved bills/resolutions.
POSITION : Legislative Staff Officer I
            (Bill Custodian)

OFFICE : Legislative Bills & Index Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree

EXPERIENCE : None required

TRAINING : None required

ELIGIBILITY : Career Service Professional / R.A. 1080

POSITION DESCRIPTION

1. Keeps an orderly file of original copies of bills, resolutions, Committee reports and other legislative matters and maintain a sufficient number of copies each of these for use of the Senators in the session hall.

2. Transmits bills/resolutions and other matters to the Committee.

3. Attends to the preparation of RIV's and safekeeping of supplies and materials.

4. Performs other related functions.