



Republic of the Philippines

**Senate**

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## VACANCY ANNOUNCEMENT

To: Interested Applicants

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

OFFICE	POSITION/S	ITEM NO./S
Office of the Deputy Secretary for Legislation	SLSO III	265-01

We are inviting interested personnel to submit their applications to the Human Resources Management Service for evaluation ten (10) 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)
7. Photocopy of Performance Evaluation/Rating Report for the last 2 rating periods

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.

**MARIA SOLEDAD L. TIOSECO**

*Senate Service Chief, HRMS*

**ATTY. LUTGARDO B. BARBO**

*Senate Secretary*

**PERIOD OF SUBMISSION OF APPLICATIONS**

**FROM: May 21, 2018 TO June 4, 2018**

**POSITION** : Supervising Legislative Staff Officer III (SLSO III)  
(item no. 265-01)

**OFFICE** : Office of the Deputy Secretary for Legislation

### **QUALIFICATION STANDARDS**

**EDUCATION** : Bachelor's Degree

**EXPERIENCE** : 5 Years Relevant Experience

**TRAINING** : 32 Hours Relevant Training

**ELIGIBILITY** : CSP / RA 1080

### **POSITION DESCRIPTION**

1. Provides assistance to the Deputy Secretary for Legislation (DSL) in the performance of his duties and functions, ie. Supervision of legislative activities related to plenary affairs, research and reference and other activities involved in the law-making process;
2. Drafts/reviews minutes of meetings presided by the Deputy Secretary for Legislation;
3. Liaises and coordinates work with the legislative staff units in the offices of Senators and their committees, including other units in the legislation department of the Senate Secretariat;
4. Assists the Deputy Secretary for Legislation in the review of opinions, written research outputs, drafting of speeches, memoranda and office communications;
5. Provides analysis and review of important legislative and legal documents prior to transmittal to higher offices/other offices;
6. Provides assistance to the DSL in his designation as the Senate Representative to Presidential United Nations Convention Against Corruption (UNCAC) Inter-Agency Committee (PUICOM);

7. Assists the Deputy Secretary for Legislation in the projects and activities of the legis quorum; and
  
8. Performs other duties or functions as may be assigned to him/her by the Deputy Secretary for Legislation.

## 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:

OFFICE	POSITION/S	ITEM NO./S
Assessment and Monitoring Service, Blue Ribbon Oversight Office Management	SLSO II	189

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:

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3. Authenticated Transcript of Records from the School Registrar
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Senate Service Chief, HRMS

**ATTY. LUTGARDO B. BARBO**

Senate Secretary

**PERIOD OF SUBMISSION OF APPLICATIONS**

**FROM: May 15, 2018 TO: May 29, 2018**

**POSITION** : Supervising Legislative Staff Officer II  
**OFFICE** : Assessment and Monitoring Service  
Blue Ribbon Oversight Office Management

### **QUALIFICATION STANDARDS**

**EDUCATION** : Bachelor's Degree Relevant to the Job

**EXPERIENCE** : 4 Years Relevant Experience

**TRAINING** : 24 Hours Relevant Training

**ELIGIBILITY** : CSP / R.A. 1080

### **POSITION DESCRIPTION**

1. Implement research, documentation and bill drafting projects and render report thereon.
2. Maintain linkages with government and private sector.
3. Perform supervisory function in the absence of the Supervising Legislative Staff Officer III.
4. Perform such other related functions as may be required.

## VACANCY ANNOUNCEMENT

To: Interested Applicants

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

OFFICE	POSITION/S	ITEM NO./S
Security Support Service, OSAA	LSO II (Records Officer) LSO I (Subpoena Officer) LSO I (Legislative Page) LSA I (Jr. Records Assistant)	589 595 596-12 and 596-14 597

We are inviting interested personnel to submit their applications to the Human Resources Management Service for evaluation ten (10) days upon notice. After such period, no application shall be entertained. Interested applicants should submit the following necessary documents to HRMS:

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5. Certificate of training/seminar attended (photocopy)
6. Certificate of Employment/Service Record (for non-Senate Personnel)
7. Photocopy of Performance Evaluation/Rating Report for the last 2 rating periods

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.

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*Senate Service Chief, HRMS*

**ATTY. LUTGARDO B. BARBO**

*Senate Secretary*

**PERIOD OF SUBMISSION OF APPLICATIONS**

**FROM: May 7, 2018 TO May 21, 2018**

**POSITION** : Legislative Staff Officer II (LSO II)  
(item no. 589)

**OFFICE** : Security Support Service - OSAA

### **QUALIFICATION STANDARDS**

**EDUCATION** : Bachelor's Degree

**EXPERIENCE** : 1 Year Relevant Experience

**TRAINING** : 4 Hours Relevant Training

**ELIGIBILITY** : CSP / RA 1080

### **POSITION DESCRIPTION**

1. Assists the Head, Records, Training and Welfare Unit in programming and planning OSAA personnel trainings.
2. Assists the Head, Records, Training and Welfare Unit in monitoring OSAA personnel welfare and in the processing of death benefit claims.
3. Assists the Head, Records, Training and Welfare Unit in programming and planning OSAA social functions and activities.
4. Assists the Head, Records, Training and Welfare Unit in the maintenance of the OSAA records system and electronic database.
5. Assists the Head, Records, Training and Welfare Unit in the maintenance of the documents tracking system.
6. Assists in the preparation of OSAA issued certificates of appreciation and commendation, including social communications.
7. Assists the Head, Records, Training and Welfare Unit in OSAA timekeeping and monitoring of leave applications.
8. Assists the Head, Records, Training and Welfare Unit in conducting research on personnel trainings, vis-à-vis, personnel productivity and efficiency.
9. Assists the Head, Records, Training and Welfare Unit in recommending to the Section Chief policies on records management and disposition.
10. Performs other tasks as may be directed by superiors.

**POSITION** : Legislative Staff Officer I (LSO I)  
(item no. 596-14)

**OFFICE** : Security Support Service - OSAA

### **QUALIFICATION STANDARDS**

**EDUCATION** : Bachelor's Degree

**EXPERIENCE** : None Required

**TRAINING** : None Required

**ELIGIBILITY** : CSP / RA 1080

### **POSITION DESCRIPTION**

1. Serves summons, subpoenas, invitations and arrest warrants.
2. Prepares transmittal reports of subpoenas, warrants and invitations served.
3. Prepares database of summons, invitations, subpoenas and arrest warrants service.
4. Assists the Administrative Officer II in subpoena and warrant service operational planning.
5. Prepares OSAA memoranda and communication.
6. Performs other tasks as may be directed by superiors.



**POSITION** : Legislative Staff Officer I (LSO I)  
(item nos. 596-03 and 596-01)

**OFFICE** : Security Support Service - OSAA

### **QUALIFICATION STANDARDS**

**EDUCATION** : Bachelor's Degree

**EXPERIENCE** : None Required

**TRAINING** : None Required

**ELIGIBILITY** : CSP / RA 1080

### **POSITION DESCRIPTION**

1. Mans all plenary sessions and committee hearings and other appropriate Senate activities.
2. Distributes to members of the Senate and officials the order of business, calendar of business, journals, resolutions, notices of meetings, bills, privilege speeches and other related materials.
3. Assists the Senators and their staff during plenary sessions and committee hearings.
4. Renders usher duties during caucuses and other special Senate events.
5. Attends to and assists public observers, guests, VIPs and dignitaries during plenary sessions and committee hearings.
6. Acts as liaison between Senators and government officials or foreign dignitaries and VIPs during plenary sessions and committee hearings.
7. Maintains confidentiality of sensitive information discussed or issued during executive sessions or closed door caucuses and hearings and all other confidential matters relayed by Senators and Senate officials.
8. Receives and answers telephone calls for Senators, their staff and other officials of the Senate during plenary sessions and committee hearings.
9. Assumes auxiliary security duties during plenary sessions and committee hearings vis-à-vis security measures and standard operating procedures.

10. Renders security augmentation services to the Security Operations Section during session recess or in the exigency of the service.
11. Renders corollary administrative assignments during session recess.
12. Conducts paramedic and emergency response during contingencies based on the current Fire Plan or other OSAA Contingency Plans.
13. Performs other tasks as may be directed by superiors.

**POSITION** : Legislative Staff Assistant I (LSA I)  
(item no. 597)

**OFFICE** : Security Support Service - OSAA

### **QUALIFICATION STANDARDS**

**EDUCATION** : Completion of two (2) years College studies

**EXPERIENCE** : None Required

**TRAINING** : None Required

**ELIGIBILITY** : CSSP

### **POSITION DESCRIPTION**

1. Disseminates memoranda, security advisories, security plans and other communications and documents.
2. Received inter- and intra-Senate documents and communications.
3. Releases copies of documents and communications.
4. Maintains log of all received and released documents and communications.
5. Ensures appropriate routing of communications and documents.
6. Operates photocopying machine and maintains summaries of photocopying machine consumption.
7. Monitors documents tracking.
8. Maintains record files.
9. Performs other tasks as may be directed by superiors.

## 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:

OFFICE	POSITION/S	ITEM NO./S
General Services	LSO VI	544

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Senate Service Chief, HRMS

**ATTY. LUTGARDO B. BARBO**

Senate Secretary

**PERIOD OF SUBMISSION OF APPLICATIONS**

**FROM: May 7, 2018 TO: May 21, 2018**

**POSITION** : Legislative Staff Officer VI (Item No. 544)  
(Head, Motorpool Unit)

**OFFICE** : General Services

### **QUALIFICATION STANDARDS**

**EDUCATION** : Bachelor's Degree

**EXPERIENCE** : 4 Years Relevant Experience

**TRAINING** : 24 Hours Relevant Training

**ELIGIBILITY** : Career Service Professional (CSP)/ R.A. 1080

*Preferably*

- *Graduate of Bachelor of Science in Mechanical Engineering (BSME)*
- *4 Years Relevant Experience in Automotive Maintenance Supervision*

### **POSITION DESCRIPTION**

1. Supervises the operation of the unit.
2. Supervises the repair and maintenance of all Senate vehicles.
3. Submits maintenance plans and schedules.
4. Prepares Scope of Work and Specifications for aircon repairs.
5. Evaluates performance of motorpool personnel.
6. Submits maintenance and repair inspection report.
7. Prepares communication, report and recommendation relative to the Motorpool Unit services.