



Republic of the Philippines
Senate
Pasay City

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/S	POSITION/S	ITEM NO./S
Legislative Research Service	Director III	389

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. Qualified next-in-rank within the Office/Service where the vacancy exists need not apply. Qualified next-in-rank and interested applicants should submit the following necessary documents to HRMS:

1. Letter of Application
2. Updated Personal Data Sheet (CS 212) / Resume'
3. 2 x 2 picture (latest)
4. Transcript of Records (original/photocopy)
5. Certificate of Eligibility (original/photocopy)
6. Certificate of Employment
7. Certificate of Authenticity Verification (CAV) from CHED
8. Certificate from the University/College Registrar

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. TOSECO
Director III, HRMS

ATTY. EMMA LIRIO REYES
Senate Secretary

Date of Posting: February 9, 2012 – February 18, 2012

POSITION : Director III

OFFICE : Legislative Research Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's degree

EXPERIENCE : Three (3) years supervisory experience

TRAINING : None required

ELIGIBILITY : CSP

POSITION DESCRIPTIONS

1. Directs, supervises and coordinates a group of personnel in the provision of a comprehensive legislative assistance program to the Senate and the Secretariat including the organization and establishment of an office data bank.
2. Reviews analytical research papers which contain the merits, relevance and implications of a legislative proposal in the light of existing laws, jurisprudence or trends in legislation and its significance to related fields of study.
3. Develops and recommends to the Bureau Director for Technical Affairs Bureau policies and guidelines, plans and programs, related to the concerns of the Service.
4. Coordinates with the academe, various government and non-government institutions to facilitate access to various research facilities/materials needed by the researchers.
5. Maintains liaison with the different units of the Secretariat to ensure the provision of the Legislative Research assistance if and when requested.
6. Reviews and evaluated the performance of personnel under the Research Service and develops and maintains a well-coordinated, cooperative, disciplined, properly motivated and trained workforce.
7. Conducts periodic review of the existing systems and procedures with regard to the extension of research services.

8. Keeps Bureau Director for Technical Affairs Bureau informed on the research development/undertaking of the service.
9. Performs special assignments which may be given from time to time by the Bureau Director, TAB such other related tasks as may be required.



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ANNOUNCEMENT

To: Interested Applicants

Please be informed that the Senate President has authorized the hiring of one employee in the Maintenance and Physical Facilities Service for the position of Legislative Staff Assistant II (LSA II) on casual status.

We are inviting interested applicants to submit their applications to the Human Resources Management Service together with the following documents for evaluation:

9. Letter of Application
10. Resume'
11. Transcript of Records (original/photocopy)
 - a. Certificate of Authenticity Verification from CHED
 - b. Certification from the Registrar
12. Certificate of training/seminar attended (original/photocopy)
13. Certificate of Employment (from previous office/s)

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
Director III, HRMS

ATTY. EMMA LIRIO REYES
Senate Secretary

Date of Posting: February 8 - 22, 2012

POSITION : **Legislative Staff Assistant II (Casual)
(Architectural Draftsman/Estimator)**

OFFICE : Maintenance & Physical Facilities Service

QUALIFICATIONS **(Male 22-27 years old)**

EDUCATION : Graduate of B.S. in Civil Engineering or
B.S. Architecture

EXPERIENCE : One (1) year relevant experience

TRAINING : Four (4) hours relevant training

ELIGIBILITY : CSP / R.A. 1080

POSITION DESCRIPTIONS

1. Prepares architectural plans and designs of proposed Senate projects through AUTOCAD in both 2D and 3D architectural designs and engineering plans.
2. Prepares agency estimate scope of work and technical specifications of proposed Senate projects.
3. Conducts ocular inspections and/or supervises on-going projects.
4. Evaluates and recommends acceptance of job-out completed projects for final billing.
5. Reviews and evaluates bid proposals of contractors/suppliers related to civil works projects, construction materials, furniture and related items.