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>
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<tr>
<th>OFFICE</th>
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<tbody>
<tr>
<td>Defense and Security Services Sector, LBRMO</td>
<td>Director III</td>
<td>154</td>
</tr>
</tbody>
</table>

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 – 120 hours of Managerial Training/Seminar attended (photocopy)
6. Certificate of Employment/Service Record. (for non-Senate Personnel)
7. Photocopy of Performance Evaluation/Rating Report for the last rating period

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 Assistant Service Chief, HRMS

ATTY. MYRA MARIE D. VILLARICA
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS
FROM: FEB 05 2020 TO: FEB 15 2020
POSITION: Director III

ITEM NO.: 154

SG: 27

OFFICE: Defense and Security Services Sector, Legislative Budget Research & Monitoring Office (LBRMO)

QUALIFICATION STANDARDS

EDUCATION: Master's Degree

EXPERIENCE: 5 Years Supervisory Experience

TRAINING: 120 Hours Managerial Training

ELIGIBILITY: CSP/ R.A. 1080

POSITION DESCRIPTION

1. Reviews/analyzes and examines budget proposals of assigned departments/agencies based on their previous operating budget, etc.;

2. Supervises the preparation of analytical research papers on legislative proposals, e.g. bills, resolutions and inquiries referred/addressed to the Committee on Finance and the sub-committee;

3. Attends budget hearings of assigned agencies and all other hearings relevant to the Committee on Finance;

4. Reviews and consolidates the reports of the Junior Technical Assistants;

5. Recommends which budget item can be increased or decreased so as to strengthen the operation of the agency;

6. Conducts/attends technical working group meetings;

7.Drafts/prepares letters or memoranda;

8. Performs other related tasks as maybe assigned/required;
VACANCY ANNOUNCEMENT

To: Interested Applicants

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<td>Security Enforcement</td>
<td>Legislative Staff Assistant II (LSA II)</td>
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<td>Service</td>
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<td>616-05</td>
</tr>
<tr>
<td></td>
<td></td>
<td>616-07</td>
</tr>
<tr>
<td>Security Support</td>
<td>Legislative Staff Officer I (LSO I)</td>
<td>596-01</td>
</tr>
<tr>
<td>Service</td>
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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 Form No. 212 Revised 2017, Notarized with Work Experience Sheet)
3. Authenticated Transcript of Records/Diploma from the School Registrar
4. Certificate of Employment/Service Record (for non-Senate Personnel)
5. Photocopy of Performance Evaluation/Rating Report for the last rating period

Only applicants with complete documents shall be considered for evaluation.

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

CHRISTIAN P. BORJA
Assistant Senate Service Chief, HRMS

ATTY. MYRA MARIE D. VILLARICA
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS
FROM: 04 FEB 2020 TO: 09 FEB 2020
POSITION : Legislative Staff Assistant II
ITEM NOS. : 616-02 / 616-05 / 616-07
SG : 10
OFFICE : Security Enforcement Service

QUALIFICATION STANDARDS
EDUCATION : Completion of 2 Years College Studies
EXPERIENCE : 1 Year Relevant Experience
TRAINING : 4 Hours Relevant Training
ELIGIBILITY : Career Service Sub-Professional (CSSP)

POSITION DESCRIPTION

1. Enforces security measures and standard operating procedures.
2. Mans guard post and ensures peace and order in area of responsibility or security critical situations.
3. Communicates to the Assistant Area and Shift Supervisor any incidents.
5. Inspects bags, packages, etc. and frisks visitors/guests.
6. Issue transaction slip, visitors pass, stick-on pass.
7. Renders overtime.
8. Provide security to VIP/s.
10. Assists the implementation of arrest order.
11. Escort VIP/s arriving at the Senate.
12. Performs other tasks as may be directed by superiors.
POSITION : Legislative Staff Officer I
ITEM NO/S. : 596-01
SG : 14
OFFICE : Security Support Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Career Service Professional (CSP) / R.A 1080

POSITION DESCRIPTION

1. Mans all plenary sessions, 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. Render 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 liaisons between Senators and government officials or foreign dignitaries during plenary sessions and committee hearings.
7. Maintains confidentiality of sensitive information discussed or issued during executive sessions or closed door caucuses, hearings and all other confidential matters relayed by Senators and Senate officials.

8. Receives and answer 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 a 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 Contingency Plans.

13. Performs other tasks as may be directed by superiors.
VACANCY ANNOUNCEMENT

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<td>Human Resources Management Service</td>
<td>Legislative Staff Officer VI (LSO VI)</td>
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CHRISTIAN P. BORJA
Assistant Senate Service Chief, HRMS

ATTY. MYRA MARIE D. VILLARICA
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: 03 FEB 2020 TO: 18 FEB 2020
POSITION : Legislative Staff Officer VI

ITEM NO. : 457

SG : 22

OFFICE : Human Resources Management Service, AFS

QUALIFICATION STANDARDS

EDUCATION : Bachelor’s Degree

EXPERIENCE : Four (4) years of relevant experience

TRAINING : Twenty four (24) hours of relevant training

ELIGIBILITY : CSP / RA 1080

POSITION DESCRIPTION

1. Prepares memo, letters, reports and other correspondence concerning records of personnel, salary adjustments and other unit related matters;

2. Supervises the staff assigned in the Records Unit;

3. Supervises the establishment, classification, upkeep and maintenance of 201 files in the Records Unit;

4. Supervises the upkeep and maintenance of general files, Senate issuances and other documents received by the unit;

5. Supervises the preparation and issuance of service records, certificates of employment, and other documents emanating from the unit;

6. Facilitates and monitors the granting of Notices of Salary Adjustment based on length of service for permanent employees;

7. Monitors the preparation and submission of various reports for reference;

8. Monitors submission of the Statement of Assets, Liabilities and Net Worth to the Civil Service Commission;

9. Monitors submission of required documents to PhilHealth, PAG-IBIG and other agencies;
10. Monitors the issuance of Member Data Record (MDR) for PhilHealth;

11. Reviews and recommends measures for the improvement of methods, practices relative to filing, servicing files and disposition of records;

12. Supervises the classification and assessment of records for inventory and disposition;

13. Directs the coding/filing of materials and important documents such as Administrative issuances, contracts, personnel files, etc.;

14. Ensures that data is protected and records are easily accessible when needed;

15. Deals with inquiries and requests for information from both internal and external clients, if needed;

16. Performs other tasks as may be assigned.
VACANCY ANNOUNCEMENT

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<td>Legislative Staff Officer IV</td>
<td>121</td>
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<td>Study and Research Office</td>
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CHRISTIAN P. BORJA
Senate Assistant Service Chief, HRMS

ATTY. MYRA MARIE D. VILLARICA
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: JAN 27, 2020 TO: FEB 11, 2020
POSITION: Legislative Staff Officer IV
ITEM NO.: 121
SG: 20
OFFICE: Legal and Tariff Branch, STSRO

QUALIFICATION STANDARDS

EDUCATION: Bachelor’s Degree
EXPERIENCE: Two (2) years of relevant experience
TRAINING: Eight (8) hours of relevant training
ELIGIBILITY: Career Service Professional/RA 1080

POSITION DESCRIPTION

1. Conducts research and assists in the preparation of technical briefers, studies, and position papers.

2. Assists in the drafting of substitute bills and in the preparation of committee reports.

3. Gathers data, materials, and information necessary in the preparation of studies related to tax policy and administration, investments, and tariff etc.

4. Prepares matrices for bills under consideration for use by the Chairman on Ways and Means to facilitate public hearings and bicameral conference meetings.

5. Coordinates with other government agencies and non-government offices in the development and study of project/bill proposals.

6. Liaises with other committees in the Senate and House of Representatives.

7. Monitors taxation issues and concerns of bills referred to the Ways and Means Committee.

8. Updates and classifies office records and data.

9. Attends public hearings of bills secondarily referred to the Committee on Ways and Means, including consultative meetings and public hearings in the crafting of implementing rules and guidelines of bills already enacted into law.

10. Performs other functions which may be assigned by the Head of Service from time to time.
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CHRISTIAN P. BORJA
Assistant Service Chief, HRMS

ATTY. MYRA MARIE D. VILLARICA
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: JAN 28 2020 TO: FEB 07 2020
POSITION : Director III
ITEM NO. : 194
SG : 27
OFFICE : Investigation Service, BROOM

QUALIFICATION STANDARDS

EDUCATION : Master’s Degree
EXPERIENCE : Five (5) years of supervisory experience
TRAINING : One hundred twenty (120) hours of managerial training
ELIGIBILITY : Career Service Professional/RA 1080

POSITION DESCRIPTION

1. Formulate investigative plans, programs and projects of the division, subject to the approval of the division; subject to the approval of the Director General, and implement and review the same.

2. Exercise supervision over all personnel in the division and oversee the discharge of their functions.

3. Establish and maintain linkages with government and private offices/agencies, individuals and the public.

4. Perform such other related functions as may be required.