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>
<th>POSITIONS</th>
<th>ITEM NOS.</th>
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</thead>
<tbody>
<tr>
<td>Management Planning and Operations Audit Service (MPOAS)</td>
<td>Director II</td>
<td>85</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 (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: JUL 2 2 2019 TO: JUL 3 1 2019
POSITION : Director II
ITEM NO. : 85
SG : 26
OFFICE : Management Planning and Operations Audit Service

QUALIFICATION STANDARDS

EDUCATION : Master's Degree
EXPERIENCE : 5 Years Supervisory Experience
TRAINING : 120 Hours Managerial Training
ELIGIBILITY : CSP/ R.A. 1080

POSITION DESCRIPTION

1. Assists the Internal Audit Head in the following:
   A. Setting the direction, objectives and priorities of the Office.
   B. Planning, organizing, and implementing the projects and activities of the Office.
   C. Training, motivating and evaluating the staff of the Office.
   D. Decision-making concerning the Office.
   E. Other supervisory, managerial and administrative functions of the Office.


3. Directly undertakes the appraisal job.

4. Directs, organizes and supervises the conduct of activities of the division related to planning, policy making, systems design and development and other projects and activities that are assigned to the office.

5. Assists in identifying problem areas in the work system and recommends the undertaking of management studies for the improvement of the same.

6. Renders technical assistance to the different offices/divisions/units of the Senate concerning systems design and development, planning and policy-making, personnel and property management and other areas related to accounting, auditing, budget, finance and administration.
7. Studies, evaluates and/or drafts, designs, develops, certain policies and guidelines and operating and financial systems, for uniformity, simplification, effective and efficient management operations control.

8. Reviews, monitors and evaluates the policies and guidelines systems and procedures and other operations of the Senate and the necessary recommendations, actions as applicable.

9. Recommends work measurement standards and streamlining of management information systems aimed at enhancing organizational efficiency and effectiveness.
VACANCY ANNOUNCEMENT

To: Interested Applicants

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<tr>
<td>Legislative Accounting Service</td>
<td>SLSO II</td>
<td>529-03</td>
</tr>
<tr>
<td></td>
<td>LSO VI</td>
<td>530-01</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 Copy of Eligibility/rating/license
4. Authenticated Transcript of Records from the School Registrar
5. Authenticated copy of Certificate of Trainings/Seminars attended
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. EDWIN B. BELLEN
Officer-in-Charge, Office of the Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS
FROM: July 10, 2019 TO: July 25, 2019
POSITION : Supervising Legislative Staff Officer II

SALARY GRADE : 24

ITEM NO. : 529-03

OFFICE : Legislative Accounting Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor’s Degree

EXPERIENCE : 4 Years Relevant Experience

TRAINING : 24 Hours Relevant Training

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

POSITION DESCRIPTION

1. Supervises the Processing Section.

2. Reviews and initials disbursement vouchers/claims relating to Secretariat processed by the Section for signature of the Service Chief.

3. Reviews and checks the final draft of the section’s semi-annual Accomplishment Report collates for the Section and submits the same to the Assistant Service Chief for inclusion in the semi-annual report for submission to the Bureau Director.

4. Reviews and finalizes the monthly Statement of Cash Advances, Current Year’s Balances and Liquidation of Accountable Officers of the Senate Secretariat.

5. Orients newly designated officers of the Senate Secretariat.
6. Discusses with the Staff/Officers of the Section latest issuances from COA, DBM, BIR and CSC.

7. Recommends/suggests to the Service Chief procedures for faster processing of claims, and quick retrieval of financial information relative to the Senate Secretariat.

8. Discusses and points out to the Assistant Service Chief matters affecting policy decisions/problems, matters that arise in the course of the review of claims and preparation of reports.

9. Attends meetings that concerns Senate Secretariat transactions as may be directed by the Service Chief and Assistant Service Chief.

10. Performs other related tasks as maybe assigned.
POSITION : Legislative Staff Officer VI
SALARY GRADE : 22
ITEM NO. : 530-01
OFFICE : Legislative Accounting Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor’s Degree
EXPERIENCE : 4 Years Relevant Experience
TRAINING : 24 Hours Relevant Training
ELIGIBILITY : Career Service Professional (CSP)/ R.A. 1080

POSITION DESCRIPTION

1. Reviews report and verifies Official Receipt and money Columns and Extensions.
2. Posts transaction entries, amounts, date of documents, responsibility centers and records journal entry voucher and analyzes balances of each account.
4. Encodes/generates outstanding checks, posts bank records to Journal of Checks issued and reconciles records of the bank and the agency.
5. Encodes outstanding Trust liabilities and reconciles balances of Subsidiary Ledger to General Ledger.
6. Maintains Subsidiary Ledger of Performance Bond and Bidder’s Bond and reconciles monthly to the General Ledger.
7. Maintains Subsidiary Ledger, reconciles balances of Subsidiary Ledger to General Ledger.
8. Prepares/requests NCA for Bidder's and Performance Bond, Order of Payments for Rentals, Communication and for de Obligation of Cash Advances.
9. Initials Certification of Philhealth, reviews/signs JEVs which are urgently requested (when the one assigned to do the same is absent).
10. Performs other related task as may be assigned.
VACANCY ANNOUNCEMENT

To: Interested Applicants

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

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<tr>
<td>LBRMO</td>
<td>(LSO IV)</td>
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<tr>
<td>Social Services Sector</td>
<td>Legislative Staff Officer V</td>
<td>150</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. Authenticated CSC Certificate of Eligibility and/or other appropriate eligibility
5. Photocopy of Certificate of training/seminar attended
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 sheets for more details / requirements of the position. Only those who are qualified may apply.

MARIA SOLEDAD L. TIOSECO
Senate Service Chief, HRMS

ATTY. MYRA MARIE D. VILLARICA
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: JUL 18 2019 TO: AUG 02 2019
POSITION : Legislative Staff Officer IV

ITEM NO. : 127

SG : 20

OFFICE : Office of the Director, LBRMO

QUALIFICATION STANDARDS

EDUCATION : Bachelor’s Degree

EXPERIENCE : Two (2) years of relevant experience

TRAINING : Eight (8) hours of relevant training

ELIGIBILITY : CSP / RA 1080

POSITION DESCRIPTION

1. Assists in the preparation of comments/position papers on bills and resolutions.

2. Analyzes and examines budget proposals of assigned agencies based on their previous budgets, financial statements and accomplished reports.

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

4. Gathers data and materials as required by the staff head, communicates/follow-up request to agencies for documents needed for budget hearings.

5. Perform other related tasks as may be required.
POSITION : Legislative Staff Officer V

ITEM NO. : 150

SG : 21

OFFICE : Social Services Sector, LBRMO

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree

EXPERIENCE : Three (3) years of relevant experience

TRAINING : Sixteen (16) hours of relevant training

ELIGIBILITY : CSP / RA 1080

POSITION DESCRIPTION

1. Analyzes and examines budget proposals of assigned agencies based on their previous financial statement and accomplishment report.

2. Attends budget hearings of assigned agencies.

3. Gathers data and materials as required by the staff head, communicates/follow-up request to agencies for documents needed for budget hearings.

4. Perform other tasks as may be required.