

## 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
Leg. Budget Research and Monitoring Office (LBRMO)	SLSO II	148/149
	SLSO I	135
	LSA II	129

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)
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. MYRA MARIE D. VILLARICA**  
Senate Secretary

**PERIOD OF SUBMISSION OF APPLICATIONS**  
**FROM: July 9, 2018 TO: July 23, 2018**

**POSITION** : Supervising Legislative Staff Officer II  
**OFFICE** : Leg. Budget Research and Monitoring 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

*Preferably*

- *Certified Public Accountant (CPA)/Economist/with Master's Degree/Bachelor of Laws*

### **POSITION DESCRIPTION**

1. Reviews/analyses and examines budget proposals of assigned departments/agencies based on their previous operating budget, financial statements, accomplishment reports, thrusts for the coming year.
2. Supervises the preparation of analytical research papers on legislative proposal, e.g. bills, resolutions and inquiries referred/addressed to the Committee on Finance and the sub-committee concerned.
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 an agency.
6. Conducts/attends technical working group meetings, bicameral conferences, consultative meetings, ocular inspections in aid of budget analysis and project monitoring.
7. Drafts/prepares letters and memoranda to Senators and agency heads.
8. Coordinates with agency heads and Senator's staff on plenary and budgetary hearing schedules.
9. Prepares summaries of individual amendments of Senators on assigned agencies.
10. Assists in crafting the Committee Reports of the Committee on Finance.
11. Reviews transcripts of hearings for the Chairmans's requirements and recommendations on specific agencies.
12. Performs related task as may be required i.e. encoding, proofreading, and consolidating of reports.

**POSITION** : Supervising Legislative Staff Officer I  
**OFFICE** : Leg. Budget Research and Monitoring 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

*Preferably*

- *Certified Public Accountant (CPA)/Economist/Bachelor of Laws*

### **POSITION DESCRIPTION**

1. Analyses and examines budget proposals of assigned agencies based on their previous operating budget, financial statements, accomplishment reports, and thrusts for the coming year.
2. Prepares position papers on bills/resolutions submitted to the Finance Committee.
3. Attends budget hearing and bicameral conferences of assigned agencies and other hearings relevant to the Committee on Finance.
4. Conducts/attends technical working group meetings with representative of assigned agencies.
5. Consolidates data and materials required by the staff head.

6. Reviews and consolidates the reports of the Junior Technical Assistants.
7. Recommends what budget items of the assigned agency can be pruned or strengthened for a more effective and efficient agency operation.
8. Communicates/follows up on request to departments/agencies for materials/documents needed for budgetary preparation and position papers.
9. Performs related task as may be required i.e. encoding, proofreading, and consolidating of reports.

**POSITION** : Legislative Staff Assistant II

**OFFICE** : Leg. Budget Research and Monitoring Service

### **QUALIFICATION STANDARDS**

**EDUCATION** : Completion of 2 yrs. College Studies

**EXPERIENCE** : 1 Year Relevant Experience

**TRAINING** : 4 Hours Relevant Training

**ELIGIBILITY** : Career Sub-Professional Service (CSSP)

### **POSITION DESCRIPTION**

1. Types and prepares the final or finished preliminary reports, minutes of each meetings/budget hearings, committee reports, memoranda and other documents.
2. Assists the technical staff in the preparation of budget briefing materials and Committee Reports, and during budget deliberation.
3. Prepares status reports on bills and/or resolutions referred to the Committee on Finance.
4. Coordinates with national government agencies (NGAs), State Universities and Colleges (SUCs), Government-Owned and/or Controlled Corporations (GOCCs), and other stakeholders, including the Senate.
5. Consolidates requests of departments, agencies, SUCs, GOCCs and all others concerned on budgetary matters.
6. Attends meetings/budget hearings to assists the technical staff, including taking notes/minutes of the meetings/budget hearings.
7. Performs other related task as required or necessary.