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>
<thead>
<tr>
<th>OFFICE</th>
<th>POSITION/S</th>
<th>ITEM NO./S</th>
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</thead>
<tbody>
<tr>
<td>Legislative Debate Reporters Service</td>
<td>SLSO II</td>
<td>357-01</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 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.

MÁRIA SOLEDAD L. TIOSECO
Senate Service Chief, HRMS

ATTY. MYRA MARIE D. VILLARICA
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS
FROM:  NOV 21 2019  TO:  DEC 06 2019
POSITION : Supervising Legislative Staff Officer II
OFFICE : Legislative Debate Reporters 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/corrects/edits transcripts of daily sessions submitted by assigned Debate Reporters (DRs).
2. Checks accuracy and completeness of documents/speeches/communications and other materials inserted into the transcripts.
3. Reviews/corrects the First “C” Record of the Senate printout.
4. Supervises the flow of turnos of assigned DRs during sessions and evaluate their performances.
5. Keep abreast with developments in almost all field including, but not limited to, the arts, agriculture, business, economics, education, finance, health, law, science and technology, and sports by reading newspapers, news magazine, journals, relevant and reliable social media sites, etc. as these have a bearing on bills discussed in plenary sessions.
6. Coordinates with Senators’ staff, Legislative Bills and Index and Journal Services for any corrections & insertions into the Record of the Senate.
7. Coordinates with counterparts in the House of Representatives on matters relating joint duties.
8. Performs other tasks: ex. Pinch-hits for DRs in notes taking and transcribing plenary proceedings as the need arises.
VACANCY ANNOUNCEMENT

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<td>Office of the Senate Secretary</td>
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<td>52</td>
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MARIA SOLEDAD L. TIOSECO
Senate Service Chief, HRMS

ATTY. MYRA MARIE D. VILLARICA
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: **NOV 20 2019** TO: **DEC 05 2019**
POSITION : Supervising Legislative Staff Officer III
ITEM NO/S. : 52
SG : 25
OFFICE : Office of the Senate Secretary

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree
EXPERIENCE : 5 Years Relevant Experience
TRAINING : 32 Hours Relevant Training
ELIGIBILITY : Career Service Professional (CSP) / R.A 1080

POSITION DESCRIPTION

1. Sorts out various communications and refers the same to staff concerned.

2. Prepares memorandum to different departments as the case may be.

3. Studies and analyze reports/memorandums referred to the office.

4. Attends meetings as the need arises.
VACANCY ANNOUNCEMENT

To: Interested Applicants

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<tr>
<td>Security Enforcement</td>
<td>Legislative Staff Employee II</td>
<td>643-01</td>
</tr>
<tr>
<td>Service</td>
<td>(LSE II)</td>
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MARIA SOLEDAD L. TIOSECO
Senate Service Chief, HRMS

ATTY. MYRA MARIE D. VILLARICA
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: Nov 20, 2019 TO: Dec 05, 2019
POSITION : Legislative Staff Employee II
ITEM NOS. : 643-01 / 643-02
SG : 6
OFFICE : Security Enforcement Service

QUALIFICATION STANDARDS

EDUCATION : Elementary School Graduate
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : None Required

POSITION DESCRIPTION

1. Assists in enforcing security measures and standard operating procedures.

2. Assists in manning the guard posts, Session Hall, Committee Rooms, Senate Offices and ensures peace and order in his/her area of responsibility.

3. Assists in conducting paramedic and emergency response during contingencies based on the current fire plan or other contingency plans.

4. Assists in securing the Senators, Senate Officials and employees including all Senate property in his/her area of responsibility.

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

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<td>Legal and Tariff Branch, Senate Tax Study and Research Office</td>
<td>Legislative Staff Officer III</td>
<td>122</td>
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<tr>
<td></td>
<td>Legislative Staff Officer IV</td>
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MARIA SOLEDAD L. TIOSECO
Senate Service Chief, HRMS

ATTY. MYRA MARIE D. VILLARICA
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: **NOV 19 2019** TO: **DEC 04 2019**
POSITION : Legislative Staff Officer III

ITEM NO. : 122

SG : 19

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. Inquires data and statistics from different agencies pertaining to tax and tariff matters.

2. Coordinates with government agencies involved in the public hearings and bicameral meetings.

3. Encodes speeches of the Chairman, committee bills, primers, and technical briefers.

4. Renders assistance in the preparation of briefers and reports for the public hearings and bicameral meetings.

5. Attends to incoming and outgoing calls.


7. Invites resource persons for the public hearings and bicameral meetings.

8. Receives and collates position papers from various offices and government agencies.

9. Confirms and follow-ups attendees in the public hearing referred to the Ways and Means Committee.

10. Performs other related tasks as maybe required from time to time.
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.
VACANCY ANNOUNCEMENT

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<td>Special Services, EAR</td>
<td>Legislative Staff Officer V (LSO V)</td>
<td>427</td>
</tr>
<tr>
<td>Office of the Executive Director, EAR</td>
<td>Legislative Employee II (LSE II)</td>
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MARIA SOLEDAD L. TIOSECO
Senate Service Chief, HRMS

ATTY. MYRA MARIE D. VILLARICA
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: NOV 18 2019 TO: DEC 03 2019.
POSITION : Legislative Staff Officer V

ITEM NO. : 427

SG : 21

OFFICE : Special Services, EAR

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. Assists in developing sports and other physical fitness programs.

2. Assists in managing and directing sports tournament, clinics and seminars for the Senate employees.

3. Assists the section head in scheduling and making necessary arrangements with other offices / units in relation to accommodations for educational visits and observation tours.

4. Assists the section head in making arrangements with Legislation Department in providing resource speakers to orient guests on observation/educational tours.

5. Assists the section head in making arrangements with the Office of the Sergeant-at-Arms for the reservation of seats for guests who will observe the plenary sessions.

6. Makes arrangements with the Committee Support Services for the use of Committee Rooms and with the Committee Affairs Bureau for the use of overhead projectors, screens and other equipment to be used in the briefings on the Legislative Process.

7. Performs other tasks that may be assigned from time to time.
POSITION : Legislative Staff Employee II

ITEM NO. : 414

SG : 6

OFFICE : Office of the Executive Director, EAR

QUALIFICATION STANDARDS

EDUCATION : Elementary School Graduate

EXPERIENCE : None Required

TRAINING : None Required

ELIGIBILITY : None Required

POSITION DESCRIPTION

1. Sorts, indexes and maintains/updates the convenience file and record books of the unit, as Records Custodian.

2. Receives, posts, records incoming correspondence and communications, and log outs and routes outgoing correspondence and communications.

3. Ensures the availability if the supplies and prepares the necessary RIS every 3rd week of the month, as Supplies Custodian.

4. Prepares Xerox machine usage report and vouchers, PLDT billing certification, vouchers, obligation requests, PAR and other communications.

5. Answers and makes phone calls.

6. Delivers/releases packages, letters, communications, vouchers, confidential and non-confidential items.

7. In-charge of supervising the cleanliness of the office.

8. Assists in the activities hosted.

9. Performs other related tasks as may be required.