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:

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>POSITION/S</th>
<th>ITEM NO/S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Services</td>
<td>Legislative Staff Assistant III</td>
<td>547-01</td>
</tr>
<tr>
<td></td>
<td>(Audio Technician)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Legislative Staff Assistant II</td>
<td>547-02</td>
</tr>
<tr>
<td></td>
<td>(Audio Technician)</td>
<td></td>
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</tbody>
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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. Certificate of Employment/Service Record (for non-Senate Personnel)
6. Photocopy of Trainings/Seminars attended
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: FEB 19 2020 TO: MAR 05 2020
POSITION : Legislative Staff Assistant III (Audio Technician)
ITEM NO/S. : 547-01
SG : 11
OFFICE : General Services

QUALIFICATION STANDARDS

EDUCATION : Completion of 2 Years College Studies
EXPERIENCE : 2 Years of Relevant Experience
TRAINING : 8 Hours of Relevant Training
ELIGIBILITY : Career Service Sub-Professional (CSSP)

POSITION DESCRIPTION

1. Provides audio assistance during regular and special sessions, caucuses, meetings and out-of-town public hearings.

2. Directly responsible for the operation of audio equipment in the Senate.

3. Performs routine inspection and cleaning of equipment issued for safekeeping to maintain high quality performance of the item.

4. Keeps file on records on taping requests, schedule of meetings, repair or installation services.

5. Performs other related tasks as may be assigned from time to time.
POSITION : Legislative Staff Assistant II (Audio Technician)
ITEM NO/S. : 547-02
SG : 10
OFFICE : General Services

QUALIFICATION STANDARDS

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

POSITION DESCRIPTION

1. Provides audio assistance during regular and special sessions, caucuses, meetings and out-of-town public hearings.

2. Directly responsible for the operation of audio equipment in the Senate.

3. Performs routine inspection and cleaning of equipment issued for safekeeping to maintain high quality performance of the item.

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<td>Maintenance and Physical Facilities Service</td>
<td>Legislative Staff Assistant II (LSA II) Mechanical Engineering Aide</td>
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MARIA SOLEDAD L. TIOSEC0
Senate Service Chief, HRMS

ATTY. MYRA MARIE D. VILLARICA
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS
FROM: FEB 19 2020 TO: MAR 05 2020
POSITION : Legislative Staff Assistant II  
(Mechanical Engineering Aide)
ITEM NO/S. : 571-01
SG : 10
OFFICE : Maintenance and Physical Facilities Service

QUALIFICATION STANDARDS

EDUCATION : Completion of 2 Years College Studies
EXPERIENCE : 1 Years Relevant Experience
TRAINING : 4 Hours Relevant Training
ELIGIBILITY : Career Service Sub-Professional (CSSP) / R.A 1080

POSITION DESCRIPTION

1. Repairs different capacity of Split Type and Window Type Air-Conditioning Units
2. Provides data information from Centralized User-Interface.
3. Must be computer literate.
4. Assists in the preparation of scope of work, plans and specification of this project.
5. Performs other related tasks that may be assigned from time to time.
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<td>313-10</td>
</tr>
<tr>
<td>Stenographers</td>
<td></td>
<td>321-02</td>
</tr>
<tr>
<td>Service</td>
<td></td>
<td>321-05</td>
</tr>
<tr>
<td></td>
<td></td>
<td>321-07</td>
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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: **02 MAR 2020** TO: **17 MAR 2020**
POSITION : Legislative Staff Officer VI (Stenographer)
ITEM NO. : 313-10 / 321-02 / 321-05 / 321-07
SG : 22
OFFICE : Legislative Committee Stenographers Service (LCSS)

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. Records and transcribes the proceedings of the following:
   
   - Committee hearings/technical working group meetings/investigations;
   
   - Bicameral conference and joint congressional oversight committee hearings;
   
   - International conferences, i.e., IPU, ILO, Habitat, National Tri-Media Workshop Seminar for Professional and Campus Editors, Asia-Pacific Leaders Conference on Climate Change, etc.
   
   - Consultation meetings outside the Senate premises and in out-of-town public hearings;
   
   - Reception of Certificates of Canvass and Election Returns, and the canvassing of votes for Presidential and Vice-Presidential elections;

2. Coordinates with the Legislative Committee Secretaries and the Office of the Senators re: transcripts of committee proceedings;

3. Takes down dictations from senators, when requested;

4. Performs other related tasks as may be assigned.
POSITION : Legislative Staff Assistant III

ITEM NO. : 314-02

SG : 11

OFFICE : Legislative Committee Stenographers Service (LCSS)

QUALIFICATION STANDARDS

EDUCATION : Completion of two (2) years College Studies

EXPERIENCE : Two (2) years of relevant experience

TRAINING : Eight (8) hours of relevant training

ELIGIBILITY : CSSP

POSITION DESCRIPTION

1. Assists in the supervision over clerks/typists in the Legislative Committee Stenographers Service (LCSS) in the performance of their duties and responsibilities;

2. Coordinates with Committee Secretaries, Office of the Senators concerned re: schedules of committee meetings/hearings and Daily Committee Meeting Advisory;

3. Prepares and encodes the draft/final copies of Weekly Committee Schedules and Daily Committee Meeting Advisory;

4. Makes reservation for room assignment of every committee meeting/hearing and other activities/events held in the Senate premises;

5. Provides information to the Legislative Committee Stenographers Service (LCSS) staff on updates re: committee meeting/hearing postponement, rescheduling and/or change of venue and time;

6. Provides supplies and other logistical support to the Legislative Committee Stenographers Service (LCSS) Staff; and

7. Performs such other duties as may be delegated by the Division Chief.