



*Senate of the Philippines
Pasay City*

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
Medical and Dental Service	LSO III LSO II	478-03 479-02
Legislative Accounting Service	LSA III	535-03
General Services	LSO VI LSO II	544 545

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)

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. LUTGARDO B. BARBO
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS
FROM: February 14, 2018 TO: February 28, 2018

POSITION : Legislative Staff Officer III (Nurse)

OFFICE : Medical and Dental Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree Relevant To The Job

EXPERIENCE : 2 Years Relevant Experience

TRAINING : 8 Hours Relevant Training

ELIGIBILITY : R.A. 1080 (Nursing Board)

POSITION DESCRIPTION

1. Supervises nursing aides in the execution of their duties and extends medical assistance during session and other medical service activities.
2. Assists doctors in conducting consultations and treatment, does blood pressure and ECG check-ups, dressing of wounds and assists minor surgery.
3. Prepares/drafts of information reports like Work Program, Ambulance Incident Report, Office/home/hospital visits and emergency cases, monthly reports environmental sanitation report, emergency cases reports for Service Chiefs.
4. Prepares the schedule of clinical duties of the Medical teams for opening/resumption of session for the Service Chief's approval.

POSITION : Legislative Staff Officer II (Nurse)

OFFICE : Medical and Dental Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree Relevant To The Job

EXPERIENCE : 1 Year Relevant Experience

TRAINING : 4 Hours Relevant Training

ELIGIBILITY : R.A. 1080 (Nursing Board)

POSITION DESCRIPTION

1. Takes the vital signs of the patients.
2. Assists the Doctor during consultation, do minor surgery, dressing of wound and other procedures.
3. Dispenses medicines per Doctor's order and records patients data and chief complaints.
4. Prepares and submits Monthly Accomplishment Report.
5. Makes accounting and inventory of medicines.
6. Renders dietary advice, health teachings and other advises to the patients.
7. Provides medical assistance during sessions and other committee hearings, if any.
8. Performs related functions as the need arises.

POSITION : Legislative Staff Assistant III
OFFICE : Legislative Accounting Service

QUALIFICATION STANDARDS

EDUCATION : Completion Of 2 Years College Studies
EXPERIENCE : 2 Years Relevant Experience
TRAINING : 8 Hours Relevant Training
ELIGIBILITY : CSSP

POSITION DESCRIPTION

1. Handles correspondence and keeps records of meeting and appointment of the Service Chief.
2. Keeps complete records of Special Orders, Policy Orders, Advisories Memoranda and other incoming and outgoing communications.
3. Types/encodes communications, reports and statement and others.
4. Acts as Liaison Officer between the office and other offices of the Senate Proper and Secretariat.
5. Acts as property officer of the units, as such, she will maintain a complete record of RIV's SWS's and inventories of all equipment.
6. Performs other related functions.

POSITION : Legislative Staff Officer VI

OFFICE : General Services

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree

EXPERIENCE : 4 Years Relevant Experience

TRAINING : 24 Hours Relevant Training

ELIGIBILITY : CSP/R.A. 1080

POSITION DESCRIPTION

1. Supervises the operations of the Unit.
2. Manages the scheduling for the use of Senate vehicles by the different offices.
3. Oversees repairs, purchased of required parts in coordination with the Property and Procurement Service.
4. Controls the purchase of gasoline consumption for all Senate vehicles including lube items for an effective maintenance.
5. Evaluates performance of all pool personnel.
6. Prepares necessary documents relative to payments of gasolines, lube items, repairs and other necessary services.
7. Dispatch Senate vehicles upon requests by officials and staff.
8. Supervises drivers on overtime basis.

POSITION : Legislative Staff Officer II

OFFICE : General Services

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree

EXPERIENCE : 1 Year Relevant Experience

TRAINING : 4 Hours Relevant Training

ELIGIBILITY : CSP/R.A. 1080

POSITION DESCRIPTION

1. Assist the Unit Head in the supervision of installations, repairs and maintenance of Audio and CA TV (Cable) equipment and facilities.
2. Recommend to the Unit Head planning of work methods for installations, repair and maintenance of audio equipment and CA TV facilities.
3. Assist the Unit Head in the preparation of work plans, specifications, estimates for requisitions of needed Audio equipment and CA TV facilities and other needed supplies and materials for the unit.
4. Assist the Unit Head in assigning work schedule for audio operators and other important records.
5. Maintain an orderly file of Audio Unit logbook, manuals, brochures and other important records.
6. Ensure strict compliance established system and procedures for the effective and efficient operations and maintenance of all audio equipment and facilities.
7. Assist the Unit Head in rating the performance of personnel under the Unit.

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
Indirect Taxes Branch, Senate Tax Study and Research Office (STSRO)	Director II	112

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:

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2. Updated Personal Data Sheet (CS 212 Revised 2017, Notarized with work experience sheet)
3. Authenticated Transcript of Records from the School Registrar
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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. LUTGARDO B. BARBO
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS
FROM: February 12, 2018 TO: February 21, 2018

POSITION : Director II

OFFICE : Indirect Taxes Branch, STSRO

QUALIFICATION STANDARDS

EDUCATION : Master's Degree

EXPERIENCE : 5 years of Supervisory Experience

TRAINING : 120 hours of Managerial Training

ELIGIBILITY : CSP / R.A. 1080

POSITION DESCRIPTION

1. Conducts major studies on public finance issues and proposals, particularly tax proposals, to be used as bases for the formulation of economic and fiscal legislation.
2. Prepares position papers, briefers on revenue proposals, fiscal statistics, draft bills, etc. for Senate Committee on Ways and Means, and other requesting Senate Committees.
3. Coordinates with the concerned offices of government and the private sector in the preparation of position papers.
4. Represents the office in various meetings.
5. Assists in the preparation of work programs for approval of the head of office.
6. Assists in coordinating the activities of the technical and administrative staff of the office.
7. Performs other functions which may be assigned by the head of office from time to time.
8. Liaises with the other Committees.

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
Indirect Taxes Branch, STSRO	SLSO II	113
Tax Policy and Administrative Branch, STSRO	LSO V	117

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:

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MARIA SOLEDAD L. TIOSECO

Senate Service Chief, HRMS

ATTY. LUTGARDO B. BARBO

Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: February 12, 2018 TO: February 26, 2018

POSITION : Supervising Legislative Staff Officer II

OFFICE : Indirect Taxes Branch, STSRO

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree

EXPERIENCE : 4 Years Relevant Experience

TRAINING : 24 Hours Relevant Training

ELIGIBILITY : CSP / R.A. 1080

POSITION DESCRIPTION

1. Develops and recommends policies, plans and programs, rules and regulations related to the concern of the office.
2. Develops and implements plans, programs, work methods, system and procedures relating to the section or unit under him.
3. Supervises the preparation of reports and other documentary information for the use of concerned committees.
4. Supervises, coordinates, reviews all activities under his section/unit.
5. Supervises the collection of information and necessary statistics to aid in decision making.
6. Supervises and reviews all activities relating to his unit.
7. Performs special assignments that may be given from time to time.

POSITION : Legislative Staff Officer V

OFFICE : Tax Policy and Administrative Branch, STSRO

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree

EXPERIENCE : 3 Years Relevant Experience

TRAINING : 16 Hours Relevant Training

ELIGIBILITY : CSP

POSITION DESCRIPTION

1. Conducts research programs on economic and tax fields as would affect or influence the formulation of economic and fiscal policies.
2. Studies government income and expenditures taking into account the effects of taxes and tax exemptions upon national income.
3. Coordinates fiscal statistical data and economic research and makes comments, recommendations on proposals based on results.
4. Evaluates economic and fiscal statistical data and forecast trends.
5. Prepares reports and policy recommendations on financial and economic matters.
6. Liaises with Congress and other government agencies with respect to official assignments and studies on tax proposals.