To: Interested Applicants

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

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<th>OFFICE</th>
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<td>Public Assistance Center, OSEC</td>
<td>Director III</td>
<td>202</td>
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We are inviting interested personnel to submit their applications to the Human Resources Management Service for evaluation within ten (10) days upon notice. After such period, no application shall be entertained. Qualified next-in-rank within the Office/Service where the vacancy exists need not apply. Qualified next-in-rank and interested applicants should submit the following necessary documents to HRMS:

1. Letter of Application (except qualified next-in-rank employees)
2. Updated Personal Data Sheet (CS 212)
3. Authenticated Transcript of Records from the School Registrar
4. Certificate of Eligibility (* except next-in-rank)
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. OSCAR G. YABES
Senate Secretary

Date of Posting: March 18 – 27, 2015
POSITION : Director III

ITEM NO. : 202

OFFICE : Office of the Senate Secretary

QUALIFICATION STANDARDS

EDUCATION : Bachelor’s Degree Relevant to the Job

EXPERIENCE : None required

TRAINING : None required

ELIGIBILITY : CSP / R.A. 1080

POSITION DESCRIPTION

1. Directs, supervises and coordinates the operations of the Public Assistance Center (PAC) and ensures a responsive and comprehensive assistance center for the constituents of the Senators and for the general public;

2. Recommends and implements policies relative to the need of the requesting public for efficient and effective assistance center;

3. Coordinates with the different offices of the Senators to ensure cooperation;

4. Coordinates with other government agencies for feedback on referrals issued by the Senators;

5. Conducts periodic assessments of the accomplishment of the Service;

6. Updates the Chiefs of Staff, Senate Secretary and the Senate President on all the activities undertaken by the Service; and

7. Performs related functions as maybe required.