

VACANCY ANNOUNCEMENT

To: Interested Applicants

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

OFFICE	POSITION	ITEM NO.
Protocol Service, OIRP	Legislative Staff Employee II	180
		181
Special Considerations Liaison Bureau, SPAO		647
Office of the Director General, SEPO		213
Legislative Library Service		289
Administrative Management Bureau		450
Maintenance and Physical Facilities Service		576-04
		577-01
		577-04
		577-16
		577-05
		577-10
		577-03
		573-02
		577-14
		577-17
		577-19
Office of the Senate Legal Counsel	Legislative Staff Employee I	65
Legal Affairs and Legislative Affairs Service, OSLC		81
Management Planning and Operations Audit Bureau		83
Office of the Director, LBRMO		665
Senate Publications Bureau		262

We are inviting interested applicants to submit their applications through email at recruitment.senatehrms@gmail.com or via courier addressed to the HRMS Recruitment and Selection Unit of the Senate of the Philippines 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:

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. CSC Certificate of Eligibility and/or other appropriate eligibility
5. Photocopy of Certificate of training/seminar attended
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 for more details/requirements of the positions. Only those who are qualified may apply.


MARIA VIDA G. CAPARAS, Ph.D., RPsy
Director II, HRMS


ATTY. RENATO N. BANTUG JR.
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: MAY 02 2024 TO: MAY 12 2024

POSITION : Legislative Staff Employee II
ITEM NOS. : 180 and 181
SG : 6
OFFICE : Protocol Service, OIRP

QUALIFICATION STANDARDS

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

POSITION DESCRIPTION

1. Deliver packages, letters, notices, documents and other materials of the office.
2. Perform miscellaneous manual tasks for supervisor/officemates.
3. Assist in filing and recording of papers/communications, etc.
4. Haul material requirements.
5. Print materials needed within the office.
6. Perform other related tasks as may be required.

POSITION : Legislative Staff Employee II
ITEM NO. : 647
SG : 6
OFFICE : Special Considerations Liaison Bureau, SPAO

QUALIFICATION STANDARDS

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

POSITION DESCRIPTION

1. Transmit outgoing correspondences to various offices and receive incoming correspondences.
2. Operate equipment such as, but not limited to, copying machines, fax machines and others.
3. Perform other related tasks.

POSITION : Legislative Staff Employee II
ITEM NO. : 213
SG : 6
OFFICE : Office of the Director General, SEPO

QUALIFICATION STANDARDS

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

POSITION DESCRIPTION

1. Provide transportation service to the Director General.
2. Assist in the collation and distribution of the SEPO publications such as Policy Insights and Economic Report.
3. Operate copying machine and keep records/papers.
4. Receive and log incoming letters and/or documents.
5. Deliver/pick up communications, packages, documents, etc. to/from other offices within and outside the Senate.
6. Follow up vouchers, RIVs, SWS, etc. for the office.
7. Assist in filing, recording and typing.
8. Assist in encoding of various documents.
9. Perform other tasks assigned/directed by the Director and staff officers from time to time.

POSITION : Legislative Staff Employee II
ITEM NO. : 289
SG : 6
OFFICE : Legislative Library

QUALIFICATION STANDARDS

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

POSITION DESCRIPTION

1. Deliver packages, letters, notices, documents and other materials of the office.
2. Perform miscellaneous manual tasks for supervisor/officemates.
3. Assist in filing and recording of papers/communications, etc.
4. Haul material requirements.
5. Print materials needed within the office.
6. Perform other related tasks as may be required.

POSITION : Legislative Staff Employee II
ITEM NO. : 450
SG : 6
OFFICE : Administrative Management Bureau

QUALIFICATION STANDARDS

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

POSITION DESCRIPTION

1. Deliver packages, letters, notices, documents and other materials of the office.
2. Perform miscellaneous manual tasks for supervisor/officemates.
3. Assist in filing and recording of papers/communications, etc.
4. Haul material requirements.
5. Print materials needed within the office.
6. Perform other related tasks as may be required.

POSITION : Legislative Staff Employee II
ITEM NOS. : 576-04, 577-01, 577-04 and 577-16
SG : 6
OFFICE : Maintenance and Physical Facilities Service

QUALIFICATION STANDARDS

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

POSITION DESCRIPTION

1. Duty personnel at the Power House and/or at the Session Hall during and after Senate Plenary Session, Committee Meetings and caucuses to maintain the operation of in-house facilities, to assist in the operation and monitoring of standby generator sets in case of power failure and to attend to emergency calls from the Senators and/or Secretariat offices.
2. Repair/replace busted bulbs, ballast, outlets, and other related electrical works at the Senate Secretariat and Senators' offices and other areas of concern.
3. Assist in the installation and lay-out of lighting fixtures, power outlets and similar electrical works at the Senate Secretariat and Senators' offices.
4. Assist in the re-fueling of Diesel fuel to generator day tank.
5. Operate, monitor and shut-off the elevators until the last Senators or VIPs have left the Senate premises.
6. Act as standby crew for any emergency conditions.
7. Perform other related tasks as may be required.

POSITION : Legislative Staff Employee II
ITEM NOS. : 577-05 and 577-10
SG : 6
OFFICE : Maintenance and Physical Facilities Service

QUALIFICATION STANDARDS

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

POSITION DESCRIPTION

1. Assist in the repair/installation and general cleaning of window and package type air conditioning units.
2. Check and monitor the operation of air handling units from the 1st level to the 6th level.
3. Act as duty technician during plenary sessions, committee meetings and other legislative functions.
4. Perform general cleaning of air handling units, fans and other air conditioning equipment.
5. Haul office supplies and other miscellaneous materials for the section.
6. Assist in filing documents, recording and typing.
7. Receive and deliver letters, notices, documents and other non-confidential materials within the office.
8. Perform other related tasks as may be required.

POSITION : Legislative Staff Employee II
ITEM NO. : 577-03
SG : 6
OFFICE : Maintenance and Physical Facilities Service

QUALIFICATION STANDARDS

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

POSITION DESCRIPTION

1. Inspect comfort rooms.
2. Repair or replace defective water closets, urinals, lavatories, water lines, drainage pipes and other plumbing fixtures and fittings.
3. Install new plumbing fixture, fittings and pipes for new comfort rooms, shower rooms and pantries.
4. Declog water closets, urinals, drainage pipes, sewer lines and downspout.
5. Repair leaks of plumbing pipes, fixtures and fittings.
6. Submit list of materials needed in plumbing repairs and improvements.
7. Help/assist in carpentry works.
8. Perform other related tasks as may be required.

POSITION : Legislative Staff Employee II
ITEM NOS. : 573-02, 577-14, 577-17 and 577-19
SG : 6
OFFICE : Maintenance and Physical Facilities Service

QUALIFICATION STANDARDS

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

POSITION DESCRIPTION

1. Receive and record incoming and outgoing documents.
2. Deliver packages, letters, communications, vouchers, confidential and non-confidential materials within the office.
3. Photocopy office memoranda, reference materials and other documents.
4. Perform other related tasks as may be required.

POSITION : Legislative Staff Employee I
ITEM NO. : 65
SG : 4
OFFICE : Office of the Senate Legal Counsel

QUALIFICATION STANDARDS

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

POSITION DESCRIPTION

1. Deliver packages, letters, notices, documents and other materials of the office.
2. Perform miscellaneous manual tasks for supervisor/officemates.
3. Assist in filing and recording of papers/communications, etc.
4. Haul material requirements.
5. Print materials needed within the office.
6. Perform other related tasks as may be required.

POSITION : Legislative Staff Employee I
ITEM NO. : 81
SG : 4
OFFICE : Legal Affairs and Legislative Affairs Service, OSLC

QUALIFICATION STANDARDS

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

POSITION DESCRIPTION

- 1. Deliver packages, letters, notices, documents and other materials of the office.
- 2. Perform miscellaneous manual tasks for supervisor/officemates.
- 3. Assist in filing and recording of papers/communications, etc.
- 4. Haul material requirements.
- 5. Print materials needed within the office.
- 6. Perform other related tasks as may be required.

POSITION : Legislative Staff Employee I
ITEM NO. : 83
SG : 4
OFFICE : Management Planning and Operations Audit Bureau

QUALIFICATION STANDARDS

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

POSITION DESCRIPTION

1. Deliver packages, letters, notices, documents and other materials of the office.
2. Perform miscellaneous manual tasks for supervisor/officemates.
3. Assist in filing and recording of papers/communications, etc.
4. Haul material requirements.
5. Print materials needed within the office.
6. Perform other related tasks as may be required.

POSITION : Legislative Staff Employee I
ITEM NO. : 665
SG : 4
OFFICE : Office of the Director, LBRMO

QUALIFICATION STANDARDS

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

POSITION DESCRIPTION

1. Deliver letters, documents, and other non-confidential materials within and outside of the office.
2. Reproduce office documents and/or outgoing communications.
3. Perform other related tasks as may be required by the officers and staff of the office.

POSITION : Legislative Staff Employee I
ITEM NO. : 262
SG : 4
OFFICE : Senate Publications Bureau

QUALIFICATION STANDARDS

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

POSITION DESCRIPTION

1. Deliver packages, letters, notices, documents and other materials of the office.
2. Perform miscellaneous manual tasks for supervisor/officemates.
3. Assist in filing and recording of papers/communications, etc.
4. Haul material requirements.
5. Print materials needed within the office.
6. Perform other related tasks as may be required.