

## 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.
Legislative Library Service	Legislative Staff Officer V	281
	Legislative Staff Officer II	285-02
		285-06

We are inviting interested applicants to submit their applications through email at [recruitment.senatehrms@gmail.com](mailto: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 III, HRMS

  
**ATTY. RENATO N. BANTUG JR.**  
Senate Secretary

### PERIOD OF SUBMISSION OF APPLICATIONS

FROM: APR 22 2024 TO: MAY 02 2024

**POSITION** : Legislative Staff Officer V  
**ITEM NO.** : 281  
**SG** : 21  
**OFFICE** : Legislative Library Service

**QUALIFICATION STANDARDS**

**EDUCATION** : Bachelor's Degree  
**EXPERIENCE** : Three (3) years of relevant experience  
**TRAINING** : Sixteen (16) hours of relevant training  
**ELIGIBILITY** : Career Service Professional/RA 1080

**POSITION DESCRIPTION**

1. Develop and maintain the bibliographic database of the Library's document and serial collection.
2. Render reference/research assistance service particularly requests for serials and official publications.
3. Prepare and disseminate annotated bibliographies of articles published in latest editions of journals and other serial publications.
4. Research and compile bio-data and legislative accomplishments of Senators, past and present.
5. Supervise and review work undertaken by staff in the unit, and the organization and maintenance of serials and official publications on the shelves.
6. Select new items from assigned newspapers and assign subject headings.
7. Perform related tasks as may be required.

**POSITION** : Legislative Staff Officer II  
**ITEM NO.** : 285-02  
**SG** : 16  
**OFFICE** : Legislative Library Service

**QUALIFICATION STANDARDS**

**EDUCATION** : Bachelor's Degree  
**EXPERIENCE** : One (1) year of relevant experience  
**TRAINING** : Four (4) hours of relevant training  
**ELIGIBILITY** : Career Service Professional/RA 1080

**POSITION DESCRIPTION**

1. Prepare and maintain indexes for constitutional legislative and legal materials available in the library.
2. Render research assistance in legal matters. ie:
  - a. Confer with clientele regarding intent/extent of research required.
  - b. Survey literature available in the subject.
  - c. Locate materials and identify information pertinent to research.
  - d. Assemble required materials for clientele.
3. Provide guidance in the use of collection and reference assistance on legal subject matter.
4. Perform related tasks as may be required.

**POSITION** : Legislative Staff Officer II  
**ITEM NO.** : 285-06  
**SG** : 16  
**OFFICE** : Legislative Library Service

**QUALIFICATION STANDARDS**

**EDUCATION** : Bachelor's Degree  
**EXPERIENCE** : One (1) year of relevant experience  
**TRAINING** : Four (4) hours of relevant training  
**ELIGIBILITY** : Career Service Professional/RA 1080

**POSITION DESCRIPTION**

1. Develop and update the Senate Library collection of electronic bibliography databases.
2. Provide automated research assistance using OPAC, the internet, reference sources in CDs and AV materials.
3. Use and instruct in the use of information technologies and other non-printed reference sources.
4. Troubleshoot minor technical problems re: computer operations; coordinate with EDP for needed servicing.
5. Search the internet for information materials relevant to legislation, print downloaded materials as ready reference materials.
6. Classify and catalog reference materials in various formats using Anglo-American Cataloguing Rules II (AACR II) and the US Library of Congress cataloging systems.
7. Perform related tasks as may be required.



## 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.
Social Services Sector	Supervising Legislative Staff Officer III	666
Defense and Security Services Sector	Legislative Staff Officer I	667

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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 III, HRMS

  
**ATTY. RENATO N. BANTUG JR.**  
Senate Secretary

### PERIOD OF SUBMISSION OF APPLICATIONS

FROM: APR 22 2024 TO: MAY 02 2024

**POSITION** : Supervising Legislative Staff Officer III  
**ITEM NO.** : 666  
**SG** : 25  
**OFFICE** : Social Services Sector, LBRMO

**QUALIFICATION STANDARDS**

**EDUCATION** : Bachelor's Degree  
**EXPERIENCE** : Five (5) years of relevant experience  
**TRAINING** : Thirty-two (32) hours of relevant training  
**ELIGIBILITY** : Career Service Professional/RA 1080

**POSITION DESCRIPTION**

1. Review/analyze the budget proposals of assigned departments/agencies based on their previous operating budget, physical accomplishments of the previous and current year, and other metrics.
2. Prepare research papers on legislative proposals, e.g. bills, resolutions, and inquiries referred/addressed to the Committee on Finance and the sub-committee concerned.
3. Assist in the preparation of the technical report that will be perused by the Senators in the DBCC Meeting.
4. Prepare budget briefs and submit the same to the Senators. These will include the preparation of the required matrices, status of funds and synopsis of the annual audit report of assigned agencies, and other requirements.
5. Brief the Chairman or the Vice Chairman of the Committee on Finance before the start of the budget hearing on matters related to the assigned department or agencies.
6. Attend and assist the Chairman of the Committee on Finance during budget hearings, plenary deliberation of the budget of assigned agencies, bicameral committee conferences, and all other hearings relevant to the Committee on Finance.
7. When required, recommend which budget items can be amended or recast to strengthen the operation of an agency, or fulfill an emerging need.
8. Assist in the preparation of Committee Reports.
9. Effect and review amendments to the annual General Appropriations Bill.
10. Conduct/attend technical working group meetings.
11. Draft/prepare letters and memoranda.

12. Coordinate with the officers of assigned agencies and other stakeholders on matters specific to assigned agencies' proposed programs, projects, activities, and priorities for the fiscal year.
13. Supervise the work of the lower-ranked technical staff.
14. Perform other related tasks as may be required by the Director General, Deputy Director General, and staff head.

**POSITION** : Legislative Staff Officer I  
**ITEM NO.** : 667  
**SG** : 14  
**OFFICE** : Defense and Security Services Sector, LBRMO

**QUALIFICATION STANDARDS**

**EDUCATION** : Bachelor's Degree  
**EXPERIENCE** : None required  
**TRAINING** : None required  
**ELIGIBILITY** : Career Service Professional/RA 1080

**POSITION DESCRIPTION**

1. Assist the technical staff/heads, Deputy Director General, and/or Director General in gathering and collating data needed in relation to the annual budget authorization phase.
2. Perform computer-related tasks, such as the generation of reports, budget matrices, encoding of letters, correspondences, and others.
3. Assist in the drafting, checking, preparing, and packaging of reports.
4. Perform other related functions as may be required by the officers and staff of the office.



## VACANCY ANNOUNCEMENT

To: Interested Applicants

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

OFFICE	POSITION	ITEM NO.
Printing and Reproduction Service	Legislative Staff Officer II	274

We are inviting interested applicants to submit their applications through email at [recruitment.senatehrms@gmail.com](mailto: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. Authenticated 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 sheets for more details/requirements of the position. Only those who are qualified may apply.

  
**MARIA VIDA G. CAPARAS, Ph.D., RPsy**  
Director III, HRMS

  
**Atty. RENATO N. BANTUG Jr.**  
Senate Secretary

### PERIOD OF SUBMISSION OF APPLICATIONS

FROM: APR 15 2024 TO: APR 25 2024

**POSITION** : Legislative Staff Officer II  
**ITEM NO.** : 274  
**SG** : 16  
**OFFICE** : Printing and Reproduction Service

**QUALIFICATION STANDARDS**

**EDUCATION** : Bachelor's Degree  
**EXPERIENCE** : 1 year relevant experience  
**TRAINING** : 4 hours relevant training  
**ELIGIBILITY** : Career Service Professional / R.A. 1080

**POSITION DESCRIPTION**

1. Lays out and designs forms, programs, calling cards, note pads, memo pads, requested by units in the Secretariat and the Senators' offices;
2. Typesets memos, communications, reports and other documents for the Unit;
3. Maintains a backup file containing digital information of repetitive job orders;
4. Reviews, monitors and follows up jobs related to computer graphics that need the action of the Service Chief;
5. Coordinates with the Machine Operator in insuring the quality of printed forms, programs, calling cards, note pads, memo pads, the Journal of the Senate and Senate Bills requested by the Senators and other offices;
6. Performs other tasks as may be required from time to time.