

## 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
Records Management and Mailing Service (RMMS)	LSO III	500

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)
6. Certificate of Employment/Service Record. (for non-Senate Personnel)
7. Photocopy of Performance Evaluation/Rating Report for the last 2 rating periods

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. MYRA MARIE D. VILLARICA**

Senate Secretary

**PERIOD OF SUBMISSION OF APPLICATIONS**

**FROM: June 18, 2018 TO: July 3, 2018**

**POSITION** : Legislative Staff Officer III

**OFFICE** : Records Management and Mailing Service

### **QUALIFICATION STANDARDS**

**EDUCATION** : Bachelor's Degree

**EXPERIENCE** : 2 years Relevant Experience

**TRAINING** : 8 hours Relevant Training

**ELIGIBILITY** : CSP / R.A. 1080

### **POSITION DESCRIPTION**

1. Provides a complete timely and accurate records management service.
2. Supervises the distribution of various mail matters received from Special Couriers and Postal Office.
3. Index Policy Orders, Special Orders, Advisories, Memorandum and ensures the timely dissemination of issuances to concern Senate Proper and Secretariat Offices.
4. Encodes routine correspondence, memorandum, reports, accomplish forms and other related documents.
5. Monitors and prepares monthly consumptions of xerox machine and its disbursement vouchers.
6. Prepares and monitor Personnel Locator Slip (PLS) for RMMS courier on official business.

7. Prepares office Annual Projections of Supplies, and prepare office Requisition and Issue Slip (RIS's) and Inventory Custodian Slip (ICS's).
8. Monitors the office supplies and equipment of the service.
9. Perform other related tasks as may be directed by the Service Chief.