



*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
Legislative Bills and Index Service	LSO V	351-02
	LSO I	343-03
	LSA I	344

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: March 19, 2018 TO: April 2, 2018

POSITION : Legislative Staff Officer V

OFFICE : Legislative Bills and Index Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree Relevant to the Job

EXPERIENCE : 3 Years Relevant Experience

TRAINING : 16 Hours Relevant Training

ELIGIBILITY : CSP / R.A. 1080

POSITION DESCRIPTION

1. Monitors parliamentary status of bills/resolutions filed/acted upon in plenary.
2. Prepares cumulative list of bills/resolutions referred to different committees and prepares indices for treaties and privilege speeches, communications and messages.
3. Proofreads status cards, answers queries regarding status of bills/resolutions and other subject matters.
4. Performs other duties as needed.

POSITION : Legislative Staff Officer I

OFFICE : Legislative Bills and Index Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree Relevant to the Job

EXPERIENCE : None

TRAINING : None

ELIGIBILITY : CSP / R.A. 1080

POSITION DESCRIPTION

1. Install and maintain a bill monitoring system (stand-alone) in the Legislative Bills and Index Service.
2. Attends to computer software/hardware related concerns.
3. Performs other duties as needed.

POSITION : Legislative Staff Assistant I

OFFICE : Legislative Bills and Index Service

QUALIFICATION STANDARDS

EDUCATION : Completion of 2 Years College Studies

EXPERIENCE : None Required

TRAINING : None Required

ELIGIBILITY : CSSP

POSITION DESCRIPTION

1. Encodes bills/resolutions when softcopy of said documents were not submitted upon filing.
2. Assists in transmitting/routing letters of communications, transmittal letter for approval/signature of Senate officials.
3. Performs other duties as needed.