VACANCY ANNOUNCEMENT

To: Interested Applicants

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

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<tr>
<th>OFFICE</th>
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<tbody>
<tr>
<td>General Services</td>
<td>Legislative Staff Assistant III (Mechanic)</td>
<td>549-01</td>
</tr>
<tr>
<td></td>
<td></td>
<td>549-02</td>
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We are inviting interested applicants to submit their applications through email at recruitment.senatehrms@gmail.com or via courier addressed to HRMS Recruitment and Selection Unit of the Senate of the Philippines for evaluation fifteen (15) days upon notice. After such period, no application shall be entertained. Interested applicants should submit the following necessary documents:

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 Trainings/Seminars 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.

CHRISTIAN P. BORJA
OIC, HRMS

ATTY. MYRA MARIE D. VILLARICA
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: 20 DEC 2021 TO: 04 JAN 2022
POSITION : Legislative Staff Assistant III (Mechanic)

ITEM NO/S. : 549-01 and 549-02

SG : 11

OFFICE : General Services

QUALIFICATION STANDARDS

EDUCATION : Completion of two (2) years of college studies

EXPERIENCE : Two (2) years of relevant experience

TRAINING : Eight (8) hours of relevant training

ELIGIBILITY : Career Service Sub-Professional (CSSP)

POSITION DESCRIPTION

1. Assists in the maintenance and repair of vehicles to ensure their operational efficiency;

2. Performs repairs of Senate vehicle and checks on those done by outside automotive repair shops;

3. Informs the Motorpool Assistant actions with respect to maintenance and repair of Senate vehicles and motorpool equipment; and

4. Performs other related tasks as may be assigned from time to time.
VACANCY ANNOUNCEMENT

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<td>Legislative Records and Archives Service</td>
<td>LSA I</td>
<td>298</td>
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We are inviting interested applicants 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 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
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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.

CHRISTIAN P. BORJA
Officer-in-Charge, HRMS

ATTY. MYRA MARIE. D. VILLARICA
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS
FROM: 0 DECEMBER 2021 TO: 04 JANUARY 2022
POSITION : Legislative Staff Assistant I

ITEM NO/S. : 298

SG : 7

OFFICE : Legislative Records and Archives Service

QUALIFICATION STANDARDS

EDUCATION : Completion of two (2) years College Studies

EXPERIENCE : None Required

TRAINING : None Required

ELIGIBILITY : CSSP

POSITION DESCRIPTION

1. Receives and records communications and Legislative Archival documents.
2. Delivers communications to addresses.
3. Maintains and updates the logbook of incoming and outgoing communications.
4. Answers and makes phone calls pertaining to office matters.
5. Renders assistance in the maintenance and preservation of legislative archival documents.
6. Provides provisions and identifying labels for legislative archival documents.
7. Retrieves and files archival documents processed and used.
8. Performs other tasks as required or necessary.
VACANCY ANNOUNCEMENT

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<td>Legislative Records and Archives Service</td>
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<td>290</td>
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We are inviting interested applicants to submit their applications to the Human Resources Management Service 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 Trainings/Seminars 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.

CHRISTIAN P. BORJA
Officer-in-Charge, HRMS

ATTY. MYRA MARIE D. VILLARICA
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: 20 DEC 2021 TO: 30 DEC 2021
POSITION : Director III

ITEM NO/S. : 290

SG : 27

OFFICE : Legislative Records and Archives Service

QUALIFICATION STANDARDS

EDUCATION : Master's Degree

EXPERIENCE : 5 Years Supervisory Experience

TRAINING : 120 Hours Managerial Training

ELIGIBILITY : CSP/ R.A 1080

POSITION DESCRIPTION

1. Develops, reviews, and recommends policy guidelines, plans, and programs pertaining to the concerns of the Legislative Records and Archives Service (LRAS).

2. Directs, supervises, and coordinates the operations of the LRAS and administers a responsive and comprehensive legislative archival information program for the Senate and the general public.

3. Reviews and signs requests, certifications, clearances, communications, and other forms of correspondence for the service.

4. Recommends the use and issuance of certified true copies of legislative archival documents.

5. Conducts periodic review of its systems and procedure and institutes/initiates necessary changes and improvements.

6. Coordinates with the heads of the offices/units of the Senate Secretariat to ensure cooperation in the efficient and effective implementation of its programs thrusts, plans, and activities.

7. Reviews and evaluates performance of the unit personnel.

8. Ensures that a well-coordinated, cooperative, disciplined, properly motivated, and trained workforce is developed and maintained.
9. Keeps the Bureau Director of the Legislative Reference Bureau, the Executive Director for Legislation, the Deputy Secretary for Legislation, and the Secretary of the Senate informed with the development of all activities undertaken by the LRAS.

10. Performs other related tasks as may be required.
VACANCY ANNOUNCEMENT

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7. Photocopy of Performance Evaluation/Rating Report for the last rating period (as applicable)

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.

CHRISTIAN P. BORJA  
OIC, HRMS  

ATTY. MYRA MARIE D. VILLARICA  
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: **15 DEC 2021**  
TO: **30 DEC 2021**
POSITION : Legislative Staff Officer I (Housekeeping Head)
ITEM NO. : 546
SG : 14
OFFICE : General Services

QUALIFICATION STANDARDS

EDUCATION : Bachelor’s Degree
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : CSP / R.A. 1080

POSITION DESCRIPTION

1. Monitors and supervises the daily activities of the Housekeeping Unit;

2. Monitors compliance of contracted service providers under the supervision of the service chief;

3. Reviews billings relative to all contracts under the supervision of the service chief;

4. Submits plans for the improvement and beautification of the Senate premises including reports and other pertinent communications;

5. Coordinates with other Senate offices with regards to activities covered by the unit;

6. Develops, implements and maintains an efficient solid waste management system;

7. Prepares and coordinates with service providers on schedules of disinfection and pest control, maintenance of drinking fountains and repair or replacement of photocopy reproduction machines.
VACANCY ANNOUNCEMENT

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<td>Legislative Budget Service</td>
<td>Legislative Staff Officer IV</td>
<td>520-01</td>
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<td></td>
<td></td>
<td>520-02</td>
</tr>
<tr>
<td></td>
<td>Legislative Staff Officer II</td>
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CHRISTIAN P. BORJA
OIC, HRMS

ATTY. MYRA MARIE D. VILLARICA
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS
FROM: DEC 09 2021 TO: DEC 24 2021
POSITION : Legislative Staff Officer IV

ITEM NOS. : 520-01 and 520-02

SG : 20

OFFICE : Legislative Budget Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor’s Degree

EXPERIENCE : Two (2) years of relevant experience

TRAINING : Eight (8) hours of relevant training

ELIGIBILITY : Career Service Professional/RA 1080

POSITION DESCRIPTION

1. Evaluate and determine budget proposals according to expenses and object classes.

2. Examine and analyze estimates of Capital Outlay and equipment requirement.

3. Participate in the preparation of graphs, charts, statements, schedules and budget estimates.

4. Translate budget figures on worksheet or controls for all offices according to expenses and object classes of expenditures.

5. Determine objectionable and out-of-line proposals which need to be altered or modified to conform with standard requirements.

6. Indicate on the corresponding budget forms, past, current and budget year appropriations.

7. Take note and submit report of any appreciable amount of increases or decreases for comparative purposes.

8. Perform other related tasks.
POSITION : Legislative Staff Officer II

ITEM NO. : 521-02

SG : 16

OFFICE : Legislative Budget 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. Assist in the preparation of specific budget instructions and guidelines.

2. Participate/prepare periodic and meaningful reports, schedules and statements.

3. Assist in the preparation, revision of annual budget proposals of divisions and offices.

4. Examine/process expenses and claims.

5. Participate in the expeditious actions on realignment request.

6. Monitor/prepare expenditure reports on operating budgets.

7. Provide liaison work with DBM, committee on accounts and other government offices.

8. Encode actual expenses as inputs of monthly reports.

9. Prepare/keep controls of budgetary items for decision making.

10. Provide/gather supporting documents for important budget requests.

11. Perform other related tasks.
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CHRISTIAN P. BORJA
OIC, HRMS

ATTY. MYRA MARIE D. VILLARICA
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: DEC 09 2021 TO: DEC 24 2021
POSITION : Legislative Staff Officer III

ITEM NO. : 489-03

SG : 19

OFFICE : Property and Procurement Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor’s Degree

EXPERIENCE : Two (2) years of relevant experience

TRAINING : Eight (8) hours of relevant training

ELIGIBILITY : Career Service Professional/RA 1080

POSITION DESCRIPTION

1. Scout for specified items, canvass prices from at least three reputable suppliers, expedite and follow-up the approval of purchase orders, and keep abreast of all local market and terms of sale of office items regularly needed, equipment, and supplies/materials.

2. Implement methods and techniques designed to improve purchase.

3. Prepare purchase orders and other related documents.

4. Encode sealed quotations opened by the Senate PBAC in the Abstract of Sealed canvass, and the preparation of the corresponding PO/JO.

5. Inform the requisitioning parties on the status of their orders and advise them on the expected delivery date; make emergency purchase based on properly authorized request.

6. Assist in evaluating the credibility and liability of vendors and suppliers on conducting business with the Senate.

7. Clarify the request of the different offices/units whenever necessary regarding the specifications of the items to ensure correct delivery or release of items.

8. Assist in other logistical duties related to procurement and the Section’s monitoring activities.

9. Assist in the management of computer systems (e.g., PPMS), and troubleshoot computer software related concerns.

10. Perform other related tasks