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:

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We are inviting interested personnel to submit their applications through email at recruitment.senatehrms@gmail 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 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)

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.

CHRISTIAN P. BORJA
Senate Asst. Service Chief, HRMS

ATTY. MYRA MARIE D. VILLARICA
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS
FROM: NOV 11, 2020 TO: NOV 26, 2020
POSITION : Supervising Legislative Staff Officer II
OFFICE : Legislative Committee Support Service 'C'

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree
EXPERIENCE : 4 Years Relevant Experience
TRAINING : 24 Hours Relevant Training
ELIGIBILITY : CSP / RA 1080

POSITION DESCRIPTION

I. Documentation of Committee activities and proceedings.

1. Supervises the taking notes of proceedings; provision of assistance as Committee Counsel and in swearing in of witnesses;

2. Preparation of reports: meetings or hearings on bills, resolutions and other matters referred to the committee, viz, Journal of the Committee meetings; preliminary reports for submission to the Senate Secretariat; minutes of meetings or hearings for approval of the Chairman and Committee members; Committee reports and amended, consolidated or substitute bills;

3. Takes charge of the custody and filing of bills, resolutions, documents, positions papers, and other pertinent materials submitted or referred to the Committee;

4. Causes the reproduction, compilation and distribution of memoranda, proposals, positions papers, exhibits and other related documents submitted to the Committee; and

5. Transmission of all completed business to the Archives.
II. Coordination with the Office of the Committee Chairman.

1. Coordination and, in appropriate cases, direct participation in the following:

a. Preparation/transmittal/dissemination of information or communications such as: Agenda and notices of meetings, venue, time and date of meetings; subpoenas or invitations to witnesses, guests, resource persons, correspondence with persons, agencies, institutions concerned and other Committee working materials;

b. Supervises the arrangement for physical requirements and facilities for the committee meetings or hearings, such as rooms and food; audio equipment; place cards or name plates, receptions and security;

c. Supervises the preparation of travel requirements in connections with out-of-town public hearings and investigations such as tickets; accomodations; documents/papers required;

2. Supervision over stenographers, pages, audio visual technicians and other personnel needed during and after meetings and hearings;

3. Reception of, and assistance to witnesses, resource speakers and other guests during committee meetings and hearings;

4. Conduct of research on matters related to the functions of the Committee in coordination with the staff of the Senator and the Research Service of the Senate Secretariat, including the analysis of various position papers and other related documents submitted by government agencies, private establishments, interest groups, and national and local organizations which are of interest to the Committee;

5. Coordination with the Senator's staff (as regards media and public relations); local and national government officials; their officers and other entities; non-governmental organizations; and private individuals/entities affected by the bills/resolutions referred to the Committee;
6. Attendance to conferences and consultations involving matters and issues concerning the Committees;

7. Liaison with concerned offices with regard to inquiries, problems or requests presented by the public or private sectors on matters concerning a committee and other activities relevant to pursuing the Legislative Agenda;

8. Assistance to the Senator and his staff during plenary session when a bill, resolution or other related matters referred to the Committee is under consideration; recommending appropriate legislative strategies in pursuing agenda;

9. Coordination with the Senator’s staff during Bicameral Conference Committee meetings;

10. Conducts and presides over TWG’s as directed; and

11. Officially represent the Senators, if required, in public hearings, meetings and other functions of national and local significance.
POSITION : Legislative Staff Officer V
OFFICE : Legislative Committee Support Service ‘C’

QUALIFICATION STANDARDS

EDUCATION : Bachelor’s Degree
EXPERIENCE : 3 Years Relevant Experience
TRAINING : 16 Hours Relevant Training
ELIGIBILITY : CSP / RA 1080

POSITION DESCRIPTION

1. Provides assistance to the Committee Secretary in the following:
   - Preparation of Committee reports on meetings or hearings on bills, and other matters referred to the Committee/s;
   - Custodian of documents submitted and in filing of bills, resolutions, documents, position papers and other pertinent material submitted or referred to the Committee;
   - Provision of information with regard to inquiries or requests represented to the Committee;
   - Coordination, preparation/dissemination of information or communications, such as Agenda and notices of meetings, venue, time and date of meetings;
   - Supervision over stenographers, pages, audio visual technicians and other personnel needed during and after meetings/hearings;
   - Reception of, and assistance to witnesses, resource speakers and other guests during committee meetings and hearings;
• Conduct of research on matters related to the functions of the Committee in coordination with the staff of the Senator and the Research Service of the Senate Secretariat, including the analysis of various position papers and other related documents submitted by affected sectors which are of interest to the Committee;

• Coordination as regards media public relations and other individual person or organizations and entities affected by the bills, resolutions referred to the Committee.

2. Preparation of invitation or subpoenas to witnesses, guests, resource persons, and correspondence with persons concerned and other committee working materials.
VACANCY ANNOUNCEMENT

To: Interested Applicants

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3. Authenticated Transcript of Records/Diploma from the School Registrar
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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.

CHRISTIAN P. BORJA
Senate Assistant Service Chief, HRMS

ATTY. MYRA MARIE D. VILLARICA
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS
FROM: NOV 3 2020 TO: NOV 18 2020
POSITION : Supervising Legislative Staff Officer III

ITEM NO. : 312-03 / 632-01 / 632-02

SG : 25

OFFICE : Legislative Committee Support Service for Governance and Legal Concerns (LCCSS-GLC)

QUALIFICATION STANDARDS

EDUCATION : Bachelor’s Degree

EXPERIENCE : Five (5) years of relevant experience

TRAINING : Thirty two (32) hours of relevant training

ELIGIBILITY : CSP / R.A. 1080

POSITION DESCRIPTION

I. Documentation of Committee Activities and Proceedings:
   1. Supervises the taking notes of proceedings; provision of assistance as Committee Counsel and in the swearing in of witness;
   2. Preparation of reports and journal on: meetings or hearings on bills, resolutions and other matters referred to the committee, viz, Journal of the Committee meetings; preliminary reports for submission to the Senate Secretariat; minutes of meetings or hearings for approval of the Chairman and Committee members; Committee reports; and amended, consolidated or substitute bills;
   3. Takes charge of the custody and filing of bills, resolutions, documents, position papers, and other pertinent materials submitted or referred to the Committee;
   4. Causes the reproduction, compilation and distribution of memoranda, proposals, position papers, exhibits and other related documents submitted to the committee; and
   5. Transmission of all completed business to the archives.

II. Coordination with the Office of the Committee Chairman:
   1. Coordination and, in appropriate cases, direct participation in the following:
      a. Coordination/transmittal/dissemination of information or communications such as: agenda and notices of meetings, venue, time and date of meetings; subpoenas or invitations to witnesses, guests, resource persons, correspondence with persons, agencies, institutions concerned; and other Committee working materials;
b. Supervises the arrangements for physical requirements and facilities for the committee meetings or hearings, such as rooms and food; audio equipment; place cards or name plates, reception and security;
c. Supervises the preparation of travel requirements in connection with out-of-town public hearings and investigations such as: tickets; accommodation; documents/papers required;

2. Supervision over stenographers, pages, audio visual technicians and other personnel needed during and after meetings/hearings;

3. Reception of, and assistance to witnesses, resource speakers and other guests during committee meetings and hearings;

4. Conduct of research on matters related to the functions of the Committee in coordination with the staff of the Senator and the Research Service of the Senate Secretariat, including the analysis of various position papers and other related documents submitted by government agencies, private establishments, interest groups, and national and local organizations which are of interest to the Committee;

5. Coordination with the Senator’s staff (as regards media and public relations); local and national government officials; their officers and other entities; non-governmental organizations; and private individuals/entities affected by the bills/resolutions referred to the Committee;

6. Attendance to conferences and consultations involving matters and issues concerning the Committees;

7. Liaison with concerned offices with regard to inquiries, problems or requests presented by the public or private sectors on matters concerning a committee and other activities relevant to pursuing the Legislative Agenda;

8. Assistance to the Senator and his staff during plenary sessions when a bill, resolution or other related matters referred to the Committee is under consideration; recommending appropriate legislative strategies in pursuing agenda;

9. Coordination with the Senator’s staff during Bicameral Conference Committee meetings;

10. Conducts and presides over TWG’s as directed; and

11. Officially represent the Senators, if required, in public hearings, meetings and other functions of national and local significance.
POSITION : Legislative Staff Officer V (LSO V)
ITEM NO. : 633-02 / 633-03 / 633-04
SG : 21
OFFICE : Legislative Committee Support Service for Governance and Legal Concerns (LCCSS-GLC)

QUALIFICATION STANDARDS

EDUCATION : Bachelor’s Degree
EXPERIENCE : Three (3) years of relevant experience
TRAINING : Sixteen (16) hours of relevant training
ELIGIBILITY : CSP / R.A. 1080

POSITION DESCRIPTION

1. Provides assistance to the Committee Secretary in the following:
   a. Preparation of Committee reports on meetings or hearings on bills, resolutions and other matters referred to the Committee/s;
   b. Custodian of documents submitted an in filing of bills, resolutions, documents, position papers and other pertinent material submitted or referred to the Committee;
   c. Provision of information with regard to inquiries or requests represented to the Committee;
   d. Coordination, preparation/dissemination of information or communications, such as: Agenda and notices of meetings, venue, time and date of meetings;
   e. Supervision over stenographers, pages, audio visual technicians and other personnel needed during and after meetings/hearings;
   f. Reception of, and assistance to witnesses, resource speakers and other guests during committee meetings and hearings;
   g. Conduct of research on matters related to the functions of the Committee in coordination with the staff of the Senator and the Research Service of the Senate Secretariat, including the analysis of various position papers and other related documents submitted by affected sectors which are of interest to the Committee;
   h. Coordination as regards media public relations and other individual person or organizations and entities affected by the bills, resolutions referred to the Committee.
2. Preparation of invitations or subpoenas to witnesses, guests, resource persons, and correspondence with persons concerned and other committee working materials;
POSITION : Legislative Staff Officer I (LSO I)

ITEM NO. : 625-03 / 634-03 / 634-04

SG : 14

OFFICE : Legislative Committee Support Service for Governance and Legal Concerns (LCCSS-GLC)

QUALIFICATION STANDARDS

EDUCATION : Bachelor’s Degree

EXPERIENCE : None required

TRAINING : None required

ELIGIBILITY : CSP / R.A. 1080

POSITION DESCRIPTION

1. Undertakes technical research as may be assigned by the Committee Secretary related to his task in crafting briefings related to the agenda public hearings, plenary debates, technical working group meeting as well as in the preparation of resolution by the Committee;

2. In charge of the reproduction, compilation and distribution or memoranda, proposals, position papers, exhibits and other related documents submitted to the Committee;

3. Assists in the preparation of invitations or subpoenas to witnesses, guests, resource persons and correspondence with persons concerned and other committee working materials;

4. Provides assistance to the Committee Secretary in the following:
   a. Custodian of documents submitted and in filing of bills, resolutions, documents, position papers and other pertinent material submitted or referred to the Committee;
   b. Transmission of all completed business to the Archives;
   c. Coordination, preparation/dissemination of information or communications, such as: Agenda and notices of meetings, venue, time and date of meetings;
   d. Preparation of travel requirements in connection with out-of-town public hearings and investigations such as: tickets; accommodation; documents/papers required;
   e. Arrangement for physical requirements and facilities for the committee meetings or hearings, such as room and food; audio equipment; place cards or name plates, reception and security;
   f. Coordination with the Senator’s staff during Bicameral Conference Committee meetings.
POSITION : Legislative Staff Assistant III (LSA III)
ITEM NO. : 635
SG : 11
OFFICE : Legislative Committee Support Service for Governance and Legal Concerns (LCCSS-GLC)

QUALIFICATION STANDARDS

EDUCATION : Completion of Two (2) years College Studies
EXPERIENCE : Two (2) years of relevant experience
TRAINING : Eight (8) hours of relevant training
ELIGIBILITY : CSSP

POSITION DESCRIPTION

1. Finalizes/encodes Committee Reports and other bills and resolutions for filing;
2. Prepares/encodes status report of bills and resolutions;
3. Prepares matrices of active bills for meetings and deliberations;
4. Files and keeps pertinent documents submitted and/or referred to the Committee;
5. Assists in the coordination, preparation/dissemination of information or communications, such as: Agenda and notices of meetings, venue, time and date of meetings;
6. Assists in the arrangement for physical facilities for the committee meetings or hearings, such as rooms; audio equipment; visual aids, place cards or name plates, reception and security and food;
7. Assists in the coordination with the Senator’s staff during Bicameral Conference Committee meetings; and
8. Performs other assigned administrative and committee works.
POSITION : Legislative Staff Assistant II (LSA II)
ITEM NO. : 307-03 / 308-04 / 636
SG : 10
OFFICE : Legislative Committee Support Service for Governance and Legal Concerns (LCCSS-GLC)

QUALIFICATION STANDARDS

EDUCATION : Completion of Two (2) years College Studies
EXPERIENCE : One (1) year of relevant experience
TRAINING : Four (4) hours of relevant training
ELIGIBILITY : CSSP

POSITION DESCRIPTION

1. Coordinates/follow through on invitations and on position papers to be submitted as an outcome of hearings/meetings held;
2. Prepares materials for the Committee meetings/hearings;
3. Routes notices of meeting for the members of the Committee;
4. Coordinates with the Legislative Committee Support Service “B” regarding reservation/room assignments for committee meetings/hearings and other committee activities as well as changes in schedule or cancellation of meetings/hearings and other committee activities;
5. Provides assistance with the following activities:
   a. Filing of pertinent documents submitted and or referred to the committee;
   b. Encoding of Committee reports and other bills and resolutions for filing;
   c. Preparation of invitations or subpoenas to witnesses, guests, resource persons and correspondence with persons concerned and other committee working materials;
   d. Transmission of all completed business to the Archives;
   e. Coordination, preparation/dissemination of information or communications, such as: Agenda and notices of meetings, venue, time and date of meetings;
   f. Coordination with the Senator’s staff during Bicameral Conference Committee meetings.
6. Performs other assigned administrative and committee works.
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CHRISTIAN P. BORIA
Senate Assistant Service Chief, HRMS

ATTY. MYRA MARIE D. VILLARICA
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: OCT 29 2020 TO: NOV 13 2020
POSITION: Legislative Staff Officer I

ITEM NOS.: 641-02, 641-03, and 641-04

SG: 14

OFFICE: Legislative Committee Support Service - Economic and Socio Cultural Concerns

QUALIFICATION STANDARDS

EDUCATION: Bachelor's Degree

EXPERIENCE: None required

TRAINING: None required

ELIGIBILITY: Career Service Professional/RA 1080

POSITION DESCRIPTION

1. Assist the Legislative Committee Secretary as custodian of documents submitted to the committee.

2. In-charge of the reproduction, compilation and distribution of memoranda, proposals, position papers, and other related documents submitted to the committee.

3. Coordinate with the Office of the Chairman.

4. Assist in the preparation/dissemination of information or communications relative to public hearings/meetings.

5. Prepare invitations or subpoenas to witnesses, guests, and resource persons.

6. Assist in the arrangement for physical facilities for the committee meetings/hearings such as rooms, office equipment, visual aids, name plates, etc.

7. Perform such other duties as may be assigned by the Service Chief.
POSITION : Legislative Staff Assistant III
ITEM NO. : 323-01
SG : 11
OFFICE : Legislative Committee Support Service - Economic and Socio Cultural Concerns

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

POSITION DESCRIPTION

1. Finalize/encode committee reports, and other bills and resolutions for filing.

2. Prepare/encode status report of bills and resolutions.

3. Prepare matrices of active bills for meetings and deliberations.

4. File and keep pertinent documents submitted and/or referred to the committee.

5. Assist in the coordination, preparation/dissemination of information or communications such as: agenda and notices of meetings, venue, time and date of meetings.

6. Assist in the arrangement for physical facilities for the committee meetings or hearings such as rooms, audio equipment, visual aids, place cards or name plates, reception and security, and food.

7. Assist in the coordination with the senator's staff during Bicameral Conference Committee Meetings.

8. Perform other assigned administrative and committee work.
POSITION: Legislative Staff Assistant II

ITEM NO.: 642-03 and 642-04

SG: 10

OFFICE: Legislative Committee Support Service - Economic and Socio-Cultural Concerns

QUALIFICATION STANDARDS

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

EXPERIENCE: One (1) year of relevant experience

TRAINING: Four (4) hours of relevant training

ELIGIBILITY: Career Service Sub-Professional

POSITION DESCRIPTION

1. Coordinate/follow-through on invitations, and on position papers to be submitted as an outcome of hearings/meetings held.

2. Prepare materials for the committee meetings/hearings.

3. Route notices of meeting for the members of the committee.

4. Coordinate with the Legislative Committee Support Service "B" regarding reservation/room assignments for committee meetings/hearings and other committee activities.

5. Provide assistance with the following activities:
   a. Filing of pertinent documents submitted and/or referred to the committee.
   b. Encoding of committee reports, and other bills and resolutions for filing.
   c. Preparation of invitations or subpoenas to witnesses, guests, resource persons, and correspondence with persons concerned, and other committee working materials.
   d. Transmission of all completed business to the archives.
   e. Coordination, preparation/dissemimination of information or communications such as: agenda and notices of meetings, venue, time and date of meetings.
   f. Coordination with the senator's staff during Bicameral Conference Committee Meetings.

6. Perform other assigned administrative and committee works.
POSITION : Legislative Staff Assistant I

ITEM NO. : 324-02 and 324-03

SG : 7

OFFICE : Legislative Committee Support Service - Economic and Socio Cultural Concerns

QUALIFICATION STANDARDS

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

EXPERIENCE : None required

TRAINING : None required

ELIGIBILITY : Career Service Sub-Professional

POSITION DESCRIPTION

1. Provide administrative assistance to the Committee Secretaries, particularly:

   - Encoding and typing of documents
   - Reproduction and collation of documents and communications
   - Distribution and dissemination of notices and other documents
   - Direct assistance during committee meetings, hearings, and other activities