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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<th>OFFICE</th>
<th>POSITION/S</th>
<th>ITEM NO. /S</th>
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<td>Property and Procurement Service</td>
<td>LSA II</td>
<td>495</td>
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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)

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: SEP 17 2020 TO: OCT 02 2020
POSITION : Legislative Staff Assistant II

OFFICE : Property and Procurement Service

QUALIFICATION STANDARDS

EDUCATION : Completion of Two (2) Years College Studies

EXPERIENCE : One (1) Year Relevant Experience

TRAINING : Four (4) Hours Relevant Training

ELIGIBILITY : Career Service Sub-Professional

POSITION DESCRIPTION

1. To receive and assign control numbers on all approved purchase requests (PR) forwarded to PPS;

2. To record control numbers of all Purchase Order (PO), Job Order (JO) and Agency Procurement Request (APR) assigned to canvassers;

3. To assign and record control number of all purchases for signature of Obligation Request (ORS);

4. To receive and record incoming approved PO/JO/APR forwarded to PPS;

5. To reproduce copies of approved PR/PO/JO/APR and other procurement supporting documents for COA Inspection;

6. To file systematically all approved (photocopied) PR/PO/JO/APR and other communications of Procurement Section;

7. To maintain an efficient filing system for the easy retrieval of PR/PO/JO/APR and other communications of Procurement Section.