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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<th>OFFICE</th>
<th>POSITION</th>
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<td>EDP-MIS Systems</td>
<td>Legislative Staff Officer VI</td>
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<td>Legislative Staff Officer V</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: 4 JAN 2022 TO: 9 JAN 2022
POSITION : Legislative Staff Officer VI

ITEM NO. : 95

SG : 22

OFFICE : EDP-MIS Systems

QUALIFICATION STANDARDS

EDUCATION : Bachelor’s Degree

EXPERIENCE : Four (4) years of relevant experience

TRAINING : Twenty four (24) hours of relevant training

ELIGIBILITY : Career Service Professional / R.A. 1080

POSITION DESCRIPTION

1. Performs design, analysis, and implementation of information systems to meet business and user needs;
2. Liaise and coordinate closely with end-users to establish system goals and requirements;
3. Defines system and program specifications;
4. Works closely with programmers and developers to ensure compliance with system requirements;
5. Ensures proper system documentation for future reference and turnover to end-users;
6. Provides training to users of a new system;
7. Provides technical support and assistance to users;
8. Monitors and maintains implemented systems;
9. Assists in the livestreaming of committee meetings and plenary sessions;
10. Schedules and hosts video conference meetings;
11. Performs other duties as may be required.
POSITION : Legislative Staff Officer V
ITEM NO. : 97
SG : 21
OFFICE : EDP-MIS Systems

QUALIFICATION STANDARDS

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

POSITION DESCRIPTION

1. Performs system administration of Microsoft Windows and Linux based servers and applications (Active Directory, SharePoint, Exchange, Hyper-V, Internet Information Services (IIS), Endpoint Protection, Email Security, Apache, Samba, Squid, DNS, DHCP);
2. Monitors server usage and performance with the goal of optimizing systems uptime and efficiency;
3. Applies system upgrades, patches and configurations;
4. Troubleshoots hardware and software problems;
5. Performs backup and recovery tasks;
6. Ensures proper system documentation for future reference;
7. Submits periodic reports on the performance of the systems;
8. Provides technical support and assistance to users;
9. Assists the Bids and Awards Committee (BAC) in evaluating proposals related to the procurement of information technology (IT) goods and services;
10. Assists in the livestreaming of committee meetings and plenary sessions;
11. Schedules and hosts video conference meetings;
12. Performs other duties as may be required.
VACANCY ANNOUNCEMENT

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<td>Legislative Staff Assistant III</td>
<td>307-01</td>
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<tr>
<td>Governance and Legal Concerns</td>
<td></td>
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<td>Legislative Staff Assistant II</td>
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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 (if 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: 04 JAN 2022 TO: 19 JAN 2022
POSITION : Legislative Staff Assistant III

ITEM NO. : 307-01

SG : 11

OFFICE : Legislative Committee Support Service for Governance and Legal Concerns

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 : Career Service Sub-Professional

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, 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

ITEM NO. : 308-03

SG : 10

OFFICE : Legislative Committee Support Service for Governance and Legal Concerns

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 : Career Service Sub-Professional

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 Stenographers Service 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; and

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; and

   f. Coordination with the Senator’s staff during Bicameral Conference Committee meetings.
VACANCY ANNOUNCEMENT

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<td>General Services</td>
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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)
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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: 04 JAN 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.