

VACANCY ANNOUNCEMENT

To: Interested Applicants

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

OFFICE	POSITION	ITEM NO.
Legislative Records and Archives Service	Legislative Staff Officer IV	294
	Legislative Staff Officer III	295-02

We are inviting interested applicants to submit their applications through email at recruitment.senatehrms@gmail.com or via courier addressed to the HRMS Recruitment and Selection Unit of the Senate of the Philippines 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. CSC Certificate of Eligibility and/or other appropriate eligibility
- 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 sheet for more details/requirements of the positions. Only those who are qualified may apply.


MARIA VIDA G. CAPARAS, Ph.D., RPsy
Director III, HRMS


ATTY. RENATO N. BANTUG JR.
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: MAR 13 2024 TO: MAR 23 2024

POSITION : Legislative Staff Officer IV
ITEM NO. : 294
SG : 20
OFFICE : Legislative Records and Archives 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. Prepare indices and guides for legislative records and archival documents.
2. Review and check labels for legislative records and archival documents.
3. Copyread and check inconsistencies on indices typed.
4. Sort, alphabetize and file index cards and guides.
5. Maintain and update index card files and guides.
6. Assist in servicing requests for reference and research use of legislative records and archival documents.
7. Maintain records of requests for the users of legislative records and archival documents.
8. Perform other related tasks as may be required.

POSITION : Legislative Staff Officer III
ITEM NO. : 295-02
SG : 19
OFFICE : Legislative Records and Archives 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. Provide assistance in the maintenance and organization of the Audio and Video collections of the unit.
2. Render methods and procedures in the conservation of the AV collections.
3. Prepare provisions/labels for the collections.
4. Render reference and research assistance to users of the AV materials.
5. Maintain and update the quick reference guides for the use of the Reference Archivist.
6. Review and check as to the correctness and clarity of the AV materials.
7. Handle of the continuous digitization of the legislative archival records of the unit.
8. Perform other related tasks as may be required.

VACANCY ANNOUNCEMENT

To: Interested Applicants

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


OFFICE	POSITION	ITEM NO.
Legislative Committee Support Service for Economic and Socio-Cultural Concerns	Supervising Legislative Staff Officer III	320-05
		320-06
		639-01
	Legislative Staff Officer V	322
	Legislative Staff Officer I	641-03
		641-04

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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

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MARIA VIDA G. CAPARAS, Ph.D., RPsy
Director III, HRMS


ATTY. RENATO N. BANTUG JR.
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: 11 MAR 2024 TO: 21 MAR 2024

POSITION : Supervising Legislative Staff Officer III

ITEM NOS. : 320-05, 320-06 and 639-01

SG : 25

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

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree

EXPERIENCE : Five (5) years of relevant experience

TRAINING : Thirty-two (32) hours of relevant training

ELIGIBILITY : Career Service Professional/RA 1080

POSITION DESCRIPTION

- I. Documentation of Committee activities and proceedings.
 1. Supervise the taking of 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. Take charge of the custody and filing of bills, resolutions, documents, position papers, and other pertinent materials submitted or referred to the Committee.
 4. Cause the reproduction, compilation and distribution of memoranda, proposals, position papers, exhibits and other related documents submitted to the Committee.
 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. Supervise 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. Supervise the preparation of travel requirements in connection with out-of-town public hearings and investigations such as tickets, accommodations, documents/papers required.
2. Supervision over stenographers, pages, audio visual technicians and other personnel needed during and after meetings and hearings.
3. Reception 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 regard 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. Conduct and preside over TWGs as directed.
11. Officially represent the Senators, if required, in public hearings, meetings and other functions of national and local significance.

POSITION : Legislative Staff Officer V
ITEM NO. : 322
SG : 21
OFFICE : Legislative Committee Support Service for Economic and Socio-Cultural Concerns

QUALIFICATION STANDARDS

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

POSITION DESCRIPTION

1. Provide 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;
- Custody of documents submitted, and 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 and preparation/dissemination of information or communications, such as agenda and notices of meetings (venue, time and date);
- Supervision of stenographers, pages, audio visual technicians and other personnel needed during and after meetings and hearings;
- Reception 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 Senators 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 regarding media public relations and other individuals or organizations and entities affected by the bills and resolutions referred to the committee; and
- Preparation of invitation or subpoenas to witnesses, guests, resource persons, and correspondence with persons concerned and other committee working materials.

POSITION : Legislative Staff Officer I

ITEM NOS. : 641-03 and 641-04

SG : 14

OFFICE : Legislative Committee Support Service for 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 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 of physical facilities for the committee meetings/hearings, such as rooms, office equipment, visual aids, name plates, etc.
7. Perform other duties as may be assigned by the Service Chief.

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:

OFFICE	POSITION	ITEM NO.
Legislative Committee Support Service for Governance and Legal Concerns	Supervising Legislative Staff Officer III	305-03
	Supervising Legislative Staff Officer II	305-07
	Legislative Staff Officer V	633-02
	Legislative Staff Officer I	634-01
		634-03
	Legislative Staff Assistant I	308-02
		637

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- 4. CSC Certificate of Eligibility and/or other appropriate eligibility
- 5. Photocopy of Certificate of training/seminar attended
- 6. Certificate of Employment/Service Record (for non-Senate Personnel, if applicable)
- 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.

MARIA VIDA G. CAPARAS, Ph.D., RPsy
Director III, HRMS

Atty. RENATO N. BANTUG Jr.
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS
FROM: 11 MAR 2024 TO: 21 MAR 2024

POSITION : Supervising Legislative Staff Officer III

ITEM NO. : 305-03

SG : 25

OFFICE : Legislative Committee Support Service for Governance and Legal Concerns

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree

EXPERIENCE : Five (5) years of relevant experience

TRAINING : Thirty-two (32) hours of relevant training

ELIGIBILITY : Career Service Professional/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 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, 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. 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; and

- c. Supervises the preparation of travel requirements in connections with out of-town public hearings and investigations such as tickets; accommodations; 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 or her 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 : Supervising Legislative Staff Officer II

ITEM NO. : 305-07

SG : 24

OFFICE : Legislative Committee Support Service for Governance and Legal Concerns

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

- 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, 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. 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; and
 - c. Supervises the preparation of travel requirements in connections with out-of-town public hearings and investigations such as tickets; accommodations; 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

ITEM NO. : 633-02

SG : 21

OFFICE : Legislative Committee Support Service for Governance and Legal Concerns

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. 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 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/hearings;
 - 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 research 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; and
 - h. Coordination as regards media public relations and other individual person or organizations and entities affected by the bills and 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

ITEM NO. : 634-01 and 634-03

SG : 14

OFFICE : Legislative Committee Support Service for Governance and Legal Concerns

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree

EXPERIENCE : None required

TRAINING : None required

ELIGIBILITY : Career Service Professional/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 in public hearings, plenary debates, technical working group meetings as well as in the preparation of resolutions by the Committee;
2. In-charge of the reproduction, compilation and distribution of 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; and
4. Provides assistance to the Committee Secretary in the following:
 - a. Custodian of documents submitted and in the 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; and
- f. Coordination with the Senator's staff during Bicameral Conference Committee meetings.

POSITION : Legislative Staff Assistant I

ITEM NO. : 308-02 and 637

SG : 7

OFFICE : Legislative Committee Support Service for Governance and Legal Concerns

QUALIFICATION STANDARDS

EDUCATION : Completion of 2 years of college studies

EXPERIENCE : None required

TRAINING : None required

ELIGIBILITY : Career Service Sub-Professional

POSITION DESCRIPTION

1. Filing and safekeeping of pertinent documents submitted and/or referred to the Committee;
2. Encoding of committee reports and other bills and resolutions for filing;
3. Encoding of status report of bills and resolution;
4. Encoding of matrices of active bills for meeting and deliberations;
5. Reproduction, compilation, and distribution of memoranda, proposals, position papers, exhibits, and other related documents submitted to the Committee;
6. Transmission of all completed business to the Archives; and
7. Coordination/preparation/dissemination of information of communications such as Agenda and notices of meetings, venue, time, and date of meetings.

VACANCY ANNOUNCEMENT

To: Interested Applicants

Please be informed that the Senate President has authorized the filling-up of the vacant position below in the Senate Secretariat.

OFFICE	POSITION	ITEM NO.
Medical and Dental Bureau	Legislative Staff Employee II	482

We are inviting interested applicants to submit their applications through email at recruitment.senatehrms@gmail.com or via courier addressed to the HRMS Recruitment and Selection Unit of the Senate of the Philippines 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:

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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 sheet for more details/requirements of the position. Only those who are qualified may apply.


MARIA VIDA G. CAPARAS, Ph.D., RPsy
Director III, HRMS 


ATTY. RENATO N. BANTUG JR.
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: MAR 04 2024 TO: MAR 14 2024

POSITION : Legislative Staff Employee II
ITEM NO. : 482
SG : 6
OFFICE : Medical and Dental Bureau

QUALIFICATION STANDARDS

EDUCATION : Elementary School Graduate
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : None required

POSITION DESCRIPTION

1. Deliver packages, letters, notices, documents and other non-confidential materials within the office.
2. Operate the copying machine to produce copies of documents for filing.
3. Assist in filing of office records.
4. Serve the patients and visitors.
5. Maintain cleanliness and orderliness in the clinic.
6. Assist in withdrawing and keeping of supplies in order.
7. Render overtime services during session on rotation basis.
8. Reproduce medical and dental forms needed within the bureau.
9. Check the electrical devices before leaving the clinic.
10. Perform other duties as may be assigned from time to time.