

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.
Security Enforcement Service	Legislative Staff Officer III	603
		604
	Legislative Staff Officer II	606
		607-01
		607-07
		609-02
		609-05
	Legislative Staff Officer I	609-06
		609-10
		609-11
		610-01
		610-02
		611-02
		614-01
	Legislative Staff Assistant III	615-03
		615-05
		615-07
		615-08
		615-09
		615-12
		615-13
	Legislative Staff Assistant II	616-03
		616-06

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 during the 10-day posting period and submission of applications. After such period, no application shall be entertained. Interested applicants should submit the following documents to HRMS:

1. Letter of Application indicating the **specific position** you are applying for together with the correct **item number** and **office**.
2. Notarized Personal Data Sheet (CS Form No. 212 Revised 2017) with signature, thumb mark and passport-sized ID picture.
3. Work Experience Sheet with signature and date.
4. Photocopy of Transcript of Records/Diploma from the School Registrar
5. Photocopy of CSC Certificate of Eligibility and/or other appropriate eligibility
6. Photocopy of Certificate of training/seminar attended
7. Certificate of Employment/Service Record from current/last employer (for non-Senate Personnel)
8. Photocopy of Performance Evaluation Form for the last two rating periods (for non-Senate Personnel); for the last rating period (for Senate Personnel)

For those who are interested to apply in more than one position, kindly send a separate application per position.

Only applicants with complete documents shall be considered for evaluation. Incomplete submission of documents after the 10-day posting period and submission of applications will not be processed.

Submission of your application shall authorize the HRMS to include your name among the list of applicants to be posted in the Senate website for at least fifteen (15) calendar days in compliance with the 2024 Senate Secretariat Merit Selection and Promotion Plan.

Please refer to the attached sheets for the minimum requirements of the positions.


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


ATTY. RENATO N. BANTUG JR.
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: JUN 25 2025 **TO:** JUL 05 2025

POSITION : Legislative Staff Officer III

ITEM NO. : 603

SG : 19

OFFICE : Security Enforcement Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree

EXPERIENCE : 2 years of relevant experience

TRAINING : 8 hours of relevant training

ELIGIBILITY : Career Service Professional/Second Level eligibility

POSITION DESCRIPTION

1. Assists the Operations Officer (SLSO I, Section Chief) in overseeing security personnel assigned to the Plenary and Committee Unit, ensuring the enforcement of Security Measures and Standard Operating Procedures.
2. Supervises Shift supervisors (LSO II) within the Plenary and Committee Security Unit, providing leadership and ensuring seamless security operations.
3. Develops and coordinates work schedules for security personnel stationed at the session hall and committee rooms, covering regular working days as well as special events and Senate activities.
4. Plans and organizes work schedules for security personnel assigned to individuals placed under custody or detention by a Senate Committee, ensuring compliance with security protocols.
5. Assists the Operations Officer in generating security and incident reports.
6. Performs additional tasks as assigned by superiors, contributing to the seamless operation of the unit.

POSITION : Legislative Staff Officer III

ITEM NO. : 604

SG : 19

OFFICE : Security Enforcement Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree

EXPERIENCE : 2 years of relevant experience

TRAINING : 8 hours of relevant training

ELIGIBILITY : Career Service Professional/Second Level eligibility

POSITION DESCRIPTION

1. Assists the Operations Officer (SLSO I, Section Chief) in overseeing security personnel assigned to the Operations Unit, ensuring the effective enforcement of Security Measures and Standard Operating Procedures.
2. Directly supervises Shift supervisors (LSO II) within the Operations Unit, providing guidance and ensuring operational efficiency.
3. Develops and manages work schedules for security personnel stationed at fixed posts, covering both regular working hours and overtime duties.
4. Coordinates and prepares work schedules for individuals under protective custody or detention, ensuring compliance with security protocols.
5. Assists the Operations Officer in generating security and incident reports.
6. Performs additional tasks as assigned by superiors, contributing to the seamless operation of the unit.

POSITION : Legislative Staff Officer II

ITEM NO. : 606, 607-01 and 607-07

SG : 16

OFFICE : Security Enforcement Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree

EXPERIENCE : 1 year of relevant experience

TRAINING : 4 hours of relevant training

ELIGIBILITY : Career Service Professional/Second Level eligibility

POSITION DESCRIPTION

1. Assists the *Head, Operations Unit* in the following:
 - a. Supervising the implementation of security measures and standard operating procedures;
 - b. Supervising paramedic and emergency responses based on the current Fire Plan or other Contingency Plans; and
 - c. Preparing incident reports.
2. Conducts security inspections of all guard posts and ensures that they are properly manned.
3. Conducts roving inspections of Senate premises.
4. Performs other tasks as may be directed by superiors.

POSITION : Legislative Staff Officer I

ITEM NO. : 609-02, 609-05, 609-06, 609-10, 609-11, 610-01, 610-02,
611-02 and 614-01

SG : 14

OFFICE : Security Enforcement Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree

EXPERIENCE : None required

TRAINING : None required

ELIGIBILITY : Career Service Professional/Second Level eligibility

POSITION DESCRIPTION

1. Assists the *Area and Shift Supervisor* in the following:
 - a. Supervising the implementation of security measures and standard operating procedures;
 - b. Supervising paramedic and emergency response during contingencies based on the current Fire Plan or other Contingency Plans;
 - c. Conducting security inspections of all guard posts and ensures that they are properly manned; and
 - d. Conducting roving inspections of Senate premises.
2. Perform other tasks as may be directed by superiors.

POSITION : Legislative Staff Assistant III

ITEM NO. : 615-03, 615-05, 615-07, 615-08, 615-09, 615-12 and 615-13

SG : 11

OFFICE : Security Enforcement Service

QUALIFICATION STANDARDS

EDUCATION : Completion of 2 years of College Studies

EXPERIENCE : 2 years of relevant experience

TRAINING : 8 hours of relevant training

ELIGIBILITY : Career Service Sub-Professional/First Level eligibility

POSITION DESCRIPTION

1. Assists in enforcing Security Measures and Standard Operating Procedures.
2. Mans guard posts and assists in ensuring peace and order in area of responsibility.
3. Communicates any incidents or security critical situations to the Assistant Area and Shift Supervisor.
4. Conducts paramedic and emergency response during contingencies based on the current Fire Plan or other Contingency Plans.
5. Performs other tasks as may be directed.

POSITION : Legislative Staff Assistant II

ITEM NO. : 616-03 and 616-06

SG : 10

OFFICE : Security Enforcement Service

QUALIFICATION STANDARDS

EDUCATION : Completion of 2 years of College Studies

EXPERIENCE : 1 year of relevant experience

TRAINING : 4 hours of relevant training

ELIGIBILITY : Career Service Sub-Professional/First Level eligibility

POSITION DESCRIPTION

1. Assists in enforcing Security Measures and Standard Operating Procedures.
2. Mans guard posts and assists in ensuring peace and order in area of responsibility.
3. Communicates any incidents or security critical situations to the Assistant Area and Shift Supervisor.
4. Conducts paramedic and emergency response during contingencies based on the current Fire Plan or other Contingency Plans.
5. Performs other tasks as may be directed.