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.

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>POSITION</th>
<th>ITEM NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislative Publications</td>
<td>Legislative Staff Officer V</td>
<td>267-02</td>
</tr>
<tr>
<td>Service</td>
<td></td>
<td></td>
</tr>
</tbody>
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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 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
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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 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: JUN 06 2024 TO: JUN 16 2024
POSITION : Legislative Staff Officer V  
ITEM NO. : 267-02  
SG : 21  
OFFICE : Legislative Publications Service

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. Supervise typesetters and encoders in the performance of their duties.

2. Download and attach as annexes inserts in PDF format to laid-out edited transcripts of the Record of the Senate.

3. Assist in the formulation of publication guidelines necessary for the improvement of the Service.

4. Assist the Service Chief in the periodic assessment and evaluation of the employees of the Legislative Publications Service.

5. Do the initial editing of the transcripts of the Record of the Senate.

6. Proofread inserts to the Record of the Senate.

7. Proofread/review transmittal letters of bills and resolutions for grammatical errors, wrong identities of names, places, etc.

8. Proofread enrolled copies of bills and resolutions if corrections have been reflected.

9. Perform other related tasks as may be required.
VACANCY ANNOUNCEMENT

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<td>Office of the Executive Director, Administrative and Financial Services</td>
<td>Legislative Staff Employee II</td>
<td>448</td>
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MARIA VIDA G. CAPARAS, Ph.D., RPsey Director III, HRMS

Atty. RENATO N. BANTUG Jr.
Senator Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: JUN 05 2024 TO: JUN 15 2024
POSITION : Legislative Staff Employee II
ITEM NO. : 448
SG : 6
OFFICE : Office of the Executive Director, Administrative and Financial Services

QUALIFICATION STANDARDS
EDUCATION : Elementary School Graduate
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : None Required

POSITION DESCRIPTION
1. Receives and records incoming and outgoing documents.
2. Delivers packages, letters, communications, vouchers, confidential and non-confidential materials within the office.
3. Assists in filing, recording and typing.
5. Photocopies office memoranda, reference materials and other documents.
6. Prepares vouchers and RIV for the Office of the Executive Director.
7. Performs other related tasks as maybe required from time to time.
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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<tr>
<td>Security Enforcement Service - OSAA</td>
<td>Legislative Staff Officer I</td>
<td>609-02</td>
</tr>
<tr>
<td></td>
<td></td>
<td>609-06</td>
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<tr>
<td></td>
<td></td>
<td>609-10</td>
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<tr>
<td></td>
<td>Legislative Staff Assistant III</td>
<td>615-03</td>
</tr>
<tr>
<td></td>
<td></td>
<td>615-05</td>
</tr>
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MARIA VIDA G. CAPARAS, Ph.D., RPsy
Director III, HRMS

Attty. RENATO N. BANTUG Jr.
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS
FROM: JUN 05 2024 TO: JUN 15 2024
POSITION : Legislative Staff Officer I
ITEM NOS. : 609-02, 609-06, 609-10
SG : 14
OFFICE : Security Enforcement Service, Office of the Sergeant-at-Arms

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service Professional/R.A. 1080

POSITION DESCRIPTION

1. Assists the Area and Shift Supervisors in supervising the implementation of security measures and standard operating procedures.
2. Assists the area and Shift Supervisors in conducting security inspections of all guards and ensures they are properly manned.
3. Assists the Area and Shift Supervisors in conducting roving inspections of Senate premises.
4. Assists the Area and Shift Supervisors in supervising paramedics and emergency response during contingencies based on the Current Fire Plan or other contingency Plans
5. Provides security to VIPs
6. Performs other task as may be directed by superiors
POSITION: Legislative Staff Assistant III

ITEM NOS.: 615-03, 615-05, 615-07

SG: 11

OFFICE: Security Enforcement Service, Office of the Sergeant-at-Arms

QUALIFICATION STANDARDS

EDUCATION: Completion of 2 years College studies

EXPERIENCE: Two (2) years relevant experience

TRAINING: Eight (8) hours relevant training

ELIGIBILITY: Career Service Sub-Professional

POSITION DESCRIPTION

1. Enforces security measures and standard operating procedures.
2. Mans guard post and ensures peace and order in area of responsibility or security critical situations.
3. Communicates to the Assistant Area and Shift Supervisor any incidents.
5. Inspects bag, package etc. and frisks visitors/guest
6. Issues transaction slip, visitors pass, stick-on pass
7. Provides security to VIPs
8. Provides security for out-of-town hearings
9. Assists the implementation of arrest order
10. Escorts VIP(s) arriving at the Senate
11. Performs other task as may be directed by superiors
VACANCY ANNOUNCEMENT

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MARIAVIDA G. CAPARAS, Ph.D., RPsy
Director III, HRMS

Atty. RENATO N. BANTUG Jr.
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS
FROM: 28 MAY 2024 TO: 07 JUN 2024
POSITION: Supervising Legislative Staff Officer II

ITEM NO.: 366-02

SG: 24

OFFICE: Legislative Journal Service

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. Attends the plenary proceedings;
2. Takes down notes of proceedings;
3. Composes the daily Journal, covering the assigned portions of the proceedings;
4. Edits the turns to ensure the uniformity in writing style and checks the accuracy of legal and historical citations and quotations so as to present a concise but faithful report of the proceedings;
5. Supervises the encoding and merging of the drafts to ensure the continuity of the reportage;
6. Provides staff support to the secretariat officials during plenary sessions;
7. Coordinates with Senators' staff and committee secretaries on the background and status of bills and resolutions, committee reports and speeches; and
8. Performs other tasks assigned from time to time.
POSITION : Legislative Staff Officer IV

ITEM NO. : 368-05

SG : 20

OFFICE : Legislative Journal 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/R.A. 1080

POSITION DESCRIPTION

1. Attends the plenary proceedings;
2. Takes down notes of proceedings;
3. Assists in composing the daily Journal, covering the assigned portions of the proceedings;
4. Assists in editing the turnos to ensure the uniformity in writing style and checks the accuracy of legal and historical citations and quotations so as to present a concise but faithful report of the proceedings;
5. Assists in the encoding and merging of the drafts to ensure the continuity of the reportage;
6. Assist in providing staff support to the secretariat officials during plenary sessions;
7. Assists in coordinating with Senators' staff and committee secretaries on the background and status of bills and resolutions, committee reports and speeches; and
8. Performs other tasks assigned from time to time.