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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<tr>
<td>Legislative Debate</td>
<td>Legislative Staff Officer VI</td>
<td>358-13</td>
</tr>
<tr>
<td>Reporters Service</td>
<td></td>
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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 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: AUG 03 2023 TO: AUG 13 2023
POSITION : Legislative Staff Officer VI

ITEM NO. : 358-13

SG : 22

OFFICE : Legislative Debate Reporters Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree

EXPERIENCE : 4 years relevant experience

TRAINING : 24 hours relevant training

ELIGIBILITY : Career Service Professional/R.A. 1080

POSITION DESCRIPTION

1. Takes down verbatim the debates and proceedings during plenary sessions and caucuses, transcribes the same/makes preliminary corrections/editing, and inserts documents/formats in accordance with parliamentary forms contained in Manual of Style.

2. Enters corrections of editorial staff before referral to Senators concerned.

3. Merges individual Transcript of Stenographic Notes (TSNs) with Senators' corrections for review of editors and chief as First "C" (copy).

4. Coordinates with the Legislative Journal Service and Legislative Bills and Index Service for any corrections and insertions into the Record of the Senate.

5. Encodes corrections and revisions made by Senators on transcripts referrals.

6. Finalizes transcripts of plenary sessions for submission to the Legislative Publications Service and Legislative Records and Archives Service.

7. Supervises clerical staff in securing documents to be inserted into the Record of the Senate.

8. Performs other tasks as may be assigned from time to time.
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<td>Legislative Staff Assistant I</td>
<td>494</td>
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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: AUG 3 2023 TO: AUG 13 2023
POSITION : Legislative Staff Assistant I
ITEM NO. : 494
SG : 7
OFFICE : Property and Procurement Service

QUALIFICATION STANDARDS

EDUCATION : Completion of 2 years College Studies
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Career Service Sub-Professional

POSITION DESCRIPTION

1. Verifies return slips against items return and adjust records in the list of Accountability of end users.

2. Receives Transferred Receipt for Equipment (TRE) and adjust record in the list of Accountability of end users.

3. Verifies accountabilities of concerned employee.

4. Receives Transferred Receipt for Equipment (TRE) of newly delivered items, transferred items, and adjusts records in the list of Accountability of end user.

5. Generates list of Accountabilities of end users.

6. Assist in the documentation on Senate Disposal Committee.
VACANCY ANNOUNCEMENT

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<td>Legislative Bill Drafting Service</td>
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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. CARAS, Ph.D., RPsych
Director III, HRMS

Atty. RENATO N. BANTUG Jr.
Secretary

PERIOD OF SUBMISSION OF APPLICATIONS
FROM: JUL 27 2023 TO: AUG 06 2023
POSITION : Director II
ITEM NO/S. : 375
SG : 26
OFFICE : Legislative Bill Drafting Service

QUALIFICATION STANDARDS

EDUCATION : Master's Degree
EXPERIENCE : 5 Years Supervisory Experience
TRAINING : 120 Hours Managerial Training
ELIGIBILITY : CSP/ R.A 1080

POSITION DESCRIPTION

1. Inquires from requesting party all the necessary details to meet the requirements and specifications and gathers all available materials relevant to the proposed measures.
2. Checks whether an identical bill has already been filed.
3. Examines feasibility of proposed bill in the light of existing conditions and current practices by getting information from authorities on the matter.
4. Checks constitutionality of proposed measures.
5. Reviews and evaluates foreign laws pertinent to the proposed bill.
6. Refers to existing laws, executive orders or proclamations in writing the explanatory note and drafting the bill.
7. Performs other related functions.
VACANCY ANNOUNCEMENT

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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.
Senior Secretary

PERIOD OF SUBMISSION OF APPLICATIONS
FROM: JUL 27 2023 TO: AUG 6 2023
POSITION : Supervising Legislative Staff Officer II
ITEM NO. : 376-02
SG : 24
OFFICE : Legislative Bill Drafting Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree
EXPERIENCE : 4 years relevant experience
TRAINING : 24 hours relevant training
ELIGIBILITY : Career Service Professional/R.A. 1080

POSITION DESCRIPTION

1. Reviews bills and resolutions drafted by Legislative Staff Officer VI.
2. Makes inquiries from requesting party all the details for the drafting of bills and resolutions to meet their requirements and specifications, and gathers all relevant materials.
3. Checks whether an identical bill has already been filed.
4. Examines feasibility of proposed bill in the light of existing conditions and current practices by getting information from authorities on the matter.
5. Checks constitutionality of proposed measure.
6. Reviews and evaluates foreign laws pertinent to the proposed bill.
7. Refers to the existing laws, executive orders or proclamations in writing the explanatory note and drafting of bills and resolutions.
8. Drafts scenarios for the following:
   a. Daily regular sessions
   b. Special sessions
   c. Opening and sine die of Congress
   d. Necrological services
10. Performs other related functions as may be required by the Chief of the Division.
VACANCY ANNOUNCEMENT

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

ATTY. RENATO N. BANTUG JR.
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: JUL 26 2023 TO: AUG 05 2023
POSITION : Legislative Staff Officer II (Nurse)
ITEM NO. : 479-01
SG : 16
OFFICE : Medical and Dental Bureau

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree
EXPERIENCE : One (1) year of relevant experience
TRAINING : Four (4) hours of relevant training
ELIGIBILITY : RA 1080 (Nurse)

POSITION DESCRIPTION

1. Take the vital signs of the patients.
2. Assist the doctor during consultation, do minor surgery, dressing of wound, and other procedures.
3. Dispense medicines per doctor's order, and record patients' data and chief complaints.
4. Prepare and submit monthly accomplishment report.
5. Make accounting and inventory of medicines.
6. Render dietary advice, health teachings, and other advices to patients.
7. Provide medical assistance during sessions and other committee hearings.
8. Perform related functions as the need arises.
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MARIA VIDA G. QAPARAS, Ph.D., RPsy
Director III, HRMS

Atty. RENATO N. BANTUG Jr.
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS
FROM: 24 JUL 2023 TO: 03 AUG 2023
POSITION : Director III
ITEM NO/S. : 552
SG : 27
OFFICE : Maintenance and Physical Facilities Service

QUALIFICATION STANDARDS

EDUCATION : Master's Degree
EXPERIENCE : 5 Years Supervisory Experience
TRAINING : 120 Hours Managerial Training0
ELIGIBILITY : CSP/ R.A 1080

POSITION DESCRIPTION

1. Reviews and recommends systems and its application for the Senate that would enhance efficient service by the office.
2. Directs equipment evaluation and acquisition.
3. Coordinates with other offices of the Senate and other government agencies with regard to service covered by MPFS.
4. Directs and implements building operations, maintenance, and improvement programs, plans and policies for the Senate with regard to electrical, mechanical, plumbing and sanitary, ventilation and air-conditioning systems, and other auxiliary and building systems.
5. Reviews and evaluates performance of personnel and efficient utilization of MPFS equipment, tools, and materials.
6. Ensures that building operations and maintenance policies and procedures comply to applicable legal and code requirements.
7. Integrates indoor environment quality, occupational safety, waste reduction, energy efficiency, and water conservation in building operations and maintenance systems and practices.
8. Performs other related tasks.