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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<td>BAC Secretariat</td>
<td>Supervising Legislative Staff Officer II (SLSO II)</td>
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We are inviting interested personnel 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)
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 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 sheets for more details / requirements of the position. Only those who are qualified may apply.

MARIA SOLEDAD L. TIOSECO
Senate Service Chief, HRMS

ATTY. MYRA MARIE D. VILLARICA
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: 9 AUG 2020 TO: 3 SEP 2020
POSITION : Supervising Legislative Staff Officer II
ITEM NO. : 440
SG : 24
OFFICE : Bids and Awards Committee (BAC)

QUALIFICATION STANDARDS

EDUCATION : Bachelor’s Degree
EXPERIENCE : Four (4) years of relevant experience
TRAINING : Twenty four (24) hours of relevant training
ELIGIBILITY : CSP / R.A. 1080

POSITION DESCRIPTION

1. Attends the BAC meetings as Secretary;
2. Supervises pool of personnel and provides administrative support to the BAC;
3. Reviews the Minutes of Meetings and stenographic notes, memoranda, and other BAC communications;
4. Takes custody of procurement documents and responsible for the sale and distribution of bidding documents to interested bidders;
5. Assists in managing the procurement processes;
6. Consolidates the Project Procurement Management Plan/Annual Procurement Plan (PPMP/APP) from various units to make them available for review as indicated in Sec. 7 of the IRR-A;
7. Makes arrangements for the pre-procurement and pre-bid conferences and bid openings;
8. Formulates and implements plans for a more effective coordination activity between the BAC and end-users, other government agencies, provider of goods, civil works and consulting services, and the general public;
9. Reviews and evaluates performance of staff to ensure efficiency and effectiveness in the performance of their respective tasks;
10. Prepares the BAC annual accomplishment report, supplies projection, and similar requirements;
11. Performs other related tasks as may be assigned by the BAC Chairman.