

Senate of the Philippines
Pasay City

VACANCY ANNOUNCEMENT

To: Interested Applicants

Please be informed that the Senate President has authorized the filling-up of the vacant position/s in the Senate Secretariat:

OFFICE	POSITION/S	ITEM NO./S
Property and Procurement Service	LSO III	490-01
	LSO II	489-03
	LSA III	493-01/492-02
Records Management and Mailing Service	LSO VI	499

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 212)
3. Authenticated Transcript of Records from the School Registrar
4. Authenticated CSC Certificate of Eligibility and /or other appropriate eligibility
5. Certificate of training/seminar attended (photocopy)

Only applicants with complete documents shall be considered for evaluation.

Please refer to the attached sheet/s for more details / requirements of the position. Only those who are qualified may apply.

MARIA SOLEDAD L. TIOSECO
Senate Service Chief, HRMS

ATTY. LUTGARDO B. BARBO
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS
FROM: **JULY 10, 2017** TO: **JULY 24, 2017**

POSITION : Legislative Staff Officer III
OFFICE : Property and Procurement Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree
EXPERIENCE : 2 Years Relevant Experience
TRAINING : 8 Hours Relevant Training
ELIGIBILITY : CSP / R.A. 1080

POSITION DESCRIPTION

1. Directly responsible and accountable for the supplies and materials received and under his/her custody.
2. Receives and inspects deliveries of supplies and materials, checks on the quality control/damages and prepares weekly receiving report.
3. Keeps a progressive file of documents pertaining to receipts, requisitions and issuances of supplies; reviews this file for referrals and to update officers and employees of stock positions and establishes re-order/requisition points or level.
4. Prepares monthly report on:
 - Total monthly receipts and issuances of equipment/supplies;
 - Turned in damaged/waste material report;
 - Inventory of equipment/supplies and other semi-expendable items;
 - Monthly Accomplishment Report;
 - Quarterly Projection Report of supplies requirement with the corresponding units and total cost for the different offices/units of the Senate;
5. Receives waste materials surrendered by end users for future disposal and preparation to the corresponding waste material report.
6. Performs other related task.

POSITION : Legislative Staff Officer II

OFFICE : Property and Procurement Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree

EXPERIENCE : 1 Year Relevant Experience

TRAINING : 4 Hours Relevant Training

ELIGIBILITY : CSP / R.A. 1080

POSITION DESCRIPTION

1. Scouts for specified items, canvasses prices from at least three reputable suppliers, expedites and follow-ups the approval of purchase orders; keeps abreast of all local market and terms of sale of office items regularly needed and equipment and supplies/materials.
2. Implements methods and techniques designed to improve purchase, prepares purchase orders and other related documents.
3. Encodes sealed quotations opened by the Senate PBAC in the Abstract of Sealed Canvass, and the preparation of the corresponding PO/JO.
4. Informs the requisitioning parties on the status of their orders and advises them on the expected delivery date; makes emergency purchase based on properly authorized request.
5. Assists in evaluating the credibility and liability of vendors and suppliers in conducting business with the Senate.
6. Clarifies the request of the different offices/ units whenever necessary regarding the specifications of the items to ensure correct delivery or release of items.
7. Assists in other logistical duties related to procurement and the Section's other monitoring activities.
8. Performs other related tasks.

POSITION : Legislative Staff Assistant III
OFFICE : Property and Procurement Service

QUALIFICATION STANDARDS

EDUCATION : Completion of two (2) years college studies
EXPERIENCE : 2 Years Relevant Experience
TRAINING : 8 Hours Relevant Training
ELIGIBILITY : CSSP

POSITION DESCRIPTION

1. Receives other purchase order and ready for serving to suppliers.
2. Prepares acceptance and inspection report upon delivery of supplies and equipment.
3. Prepares requests for voucher preparation of all delivered supplies and equipment which passed in inspection by COA and monitor the processing of payments.
4. Receives all cash on delivery disbursement voucher from cash division and coordinates with the buyer-canvasser for serving.
5. Transmits all disbursement vouchers, request for voucher preparation to the Accounting Service.
6. Performs other duties as per superior instructions.

POSITION : Legislative Staff Assistant III

OFFICE : Property and Procurement Service

QUALIFICATION STANDARDS

EDUCATION : Completion of two (2) years college studies

EXPERIENCE : 2 Years Relevant Experience

TRAINING : 8 Hours Relevant Training

ELIGIBILITY : CSSP

POSITION DESCRIPTION

1. Encodes daily withdrawal of supplies and materials.
2. Posts monthly receipts and issuances of supplies and materials in the stock card.
3. Controls logbook for supplies withdrawal slips.
4. Prepares monthly summary of withdrawals.
5. Chronologically assign number to supplies withdrawal slips.
6. Performs other related tasks as may be required.

POSITION : Legislative Staff Officer VI

OFFICE : Records Management and Mailing Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree

EXPERIENCE : 4 Years Relevant Experience

TRAINING : 24 Hours Relevant Training

ELIGIBILITY : CSP / R.A. 1080

POSITION DESCRIPTION

1. To provide assistance to the RMMS, Service Chief in matters of carrying out the tasks of the RMMS in the Senate.
2. To facilitate the transmittal of communications with the Admin & Legislative officials/units of the Senate.
3. Take care of the registration, numbering and processing of all administrative issuances and other documents.
4. Take care of the reproduction and dissemination of all administrative issuances to Senate offices/units.
5. Take care of issuances of certified copies contracts issuances and other documents.
6. Keeps records and filing in order by keeping track of day to day transaction of the Records/Mailing Service.
7. Safeguards the mail and printed matters for delivery by assigning portfolios, mail bags, etc. to the messenger for security.

VACANCY ANNOUNCEMENT

To: Interested Applicants

Please be informed that the Senate President has authorized the filling-up of the vacant position/s in the Senate Secretariat:

OFFICE	POSITION/S	ITEM NO./S
Financial Management Bureau	LSA I	503
Legislative Budget Service	SLSO III	518
	LSO V	519-02
	LSO IV	520-02

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ATTY. LUTGARDO B. BARBO
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS
FROM: **JULY 10, 2017** TO: **JULY 24, 2017**

POSITION : Legislative Staff Assistant I

OFFICE : Financial Management Bureau

QUALIFICATION STANDARDS

EDUCATION : Completion of 2 Years College Studies

EXPERIENCE : None Required

TRAINING : None Required

ELIGIBILITY : CSSP

POSITION DESCRIPTION

1. Performs general clerical work usually requiring the use of typewriter.
2. Sorts, indexes and maintain up to date files of letters, forms documents, reports records and other pertinent correspondence as directed by supervisor.
3. Types routine correspondence, forms, report and other related papers.
4. Receives, posts and records incoming correspondence and logs outgoing correspondence.
5. Cuts stencils for use in mimeographing machine.
6. Maintains the typewriter in good operative condition; request for repair service when the need arises.
7. Makes authorized additions and alterations to data on file.
8. Performs other related functions as required.

POSITION : Supervising Legislative Staff Officer III

OFFICE : Legislative Budget Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree

EXPERIENCE : 5 Years Relevant Experience

TRAINING : 32 Hours Relevant Training

ELIGIBILITY : CSP / R.A. 1080

POSITION DESCRIPTION

1. Evaluate and determine budget proposals according to expense and object classes.
2. Examine and analyze estimates of Capital Outlay and equipment requirement.
3. Participate in the preparation of graphs, charts, statements, schedules and budget estimates.
4. Translate budget figures on worksheet or controls for all offices according to expenses and object classes of expenditures.
5. Determine objectionable and out-of-line proposals which needs to be altered or modified to conform with standard requirements.
6. Indicate on the corresponding budget forms, past, current and budget year appropriations.
7. Take note and submit report of any appreciable amount of increases or decreases for comparative purposes.
8. Analyze budgetary proposals and confer with the Service Chief for proper adjustments.
9. Prepare detailed estimates for each office.
10. Check and verify itemization of personnel services proposal for conformity with approved staffing pattern in the budget year including the evaluation of proposed new positions and their justification

POSITION : Legislative Staff Officer V
OFFICE : Legislative Budget Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree
EXPERIENCE : 4 Years Relevant Experience
TRAINING : 24 Hours Relevant Training
ELIGIBILITY : CSP / R.A. 1080

POSITION DESCRIPTION

1. Participates in the evaluation and determines the budget proposals according to expenses and object classes.
2. Assists in the formulations of budget policies, guidelines and instructions for the guidance of offices and services in planning their budget estimates.
3. Participates in the preparation of graphs, charts, statements, schedules and budget estimates.
4. Translates budget figures on worksheet or controls for all offices according to expenses and object classes of expenditures.
5. Determines objectionable and out-of-line proposals which needs to be altered or modified to conform which standard requirements.
6. Indicates on the corresponding budget forms, past, current and budget year appropriations.
7. Takes note and submit report of any appreciable amount of increases or decreases for comparative purposes.
8. Performs other related tasks.

POSITION : Legislative Staff Officer IV
OFFICE : Legislative Budget Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree
EXPERIENCE : 2 Years Relevant Experience
TRAINING : 8 Hours Relevant Training
ELIGIBILITY : CSP / R.A. 1080

POSITION DESCRIPTION

1. Evaluate and determine budget proposals according to expenses and object classes.
2. Examine and analyze estimates of Capital Outlay and equipment requirement.
3. Participates in the preparation of graphs, charts, statements, schedules and budget estimates.
4. Translates budget figures on worksheet or controls for all offices according to expenses and object classes of expenditures.
5. Determines objectionable and out-of-line proposals which needs to be altered or modified to conform which standard requirements.
6. Indicates on the corresponding budget forms, past, current and budget year appropriations.
7. Takes note and submit report of any appreciable amount of increases or decreases for comparative purposes.
8. Performs other related tasks.