

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	POSITIONS	ITEM NOS.
Legislative Bills and Index Service	Supervising Legislative Staff Officer I (SLSO I)	335-04

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 Revised 2017, Notarized **with Work Experience Sheet**)
3. Authenticated Transcript of Records/ Diploma from the School Registrar
4. Authenticated Certificate of Civil Service Eligibility and/or other appropriate eligibility
5. Photocopy of Certificate of Trainings and Seminars
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 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. MYRA MARIE D. VILLARICA

Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: February 6, 2019 TO: February 22, 2019

POSITION : Supervising Legislative Staff Officer I
ITEM NO. : 335-04
SG : 23
OFFICE : Legislative Bills and Index 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. Monitors, reviews and incorporates amendments to bills and resolutions taken up during the periods of sponsorship, interpellations and amendments.
2. Prepares clean/third reading copies of bills and resolutions.
3. Copyreads/proofreads manuscripts/proofs of bills and resolutions for grammatical, punctuation and spelling errors and suggest/indicate the necessary corrections.
4. Prepares enrolled copies of bills/resolutions.

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	POSITIONS	ITEM NOS.
Human Resources Management Service	Legislative Staff Assistant II	470-01/ 470-02/ 470-04

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 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 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. MYRA MARIE D. VILLARICA
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: February 11, 2019 TO: February 27, 2019

POSITION : Legislative Staff Assistant II
ITEM NO. : 470-01/470-02/470-04
SG : 10
OFFICE : Human Resources Management Service

QUALIFICATION STANDARDS

EDUCATION : Completion of 2 Years College Studies
EXPERIENCE : 1 Year Relevant Experience
TRAINING : 4 Hours Relevant Training
ELIGIBILITY : CSSP

POSITION DESCRIPTION

1. Receives, routes, files and/or transmits reports, documents and other correspondence and other documents to and from HRMS.
2. Types reports, letters, memoranda and other correspondence.
3. Receives and places telephone calls and messages.
4. Maintains an efficient filing system in the Service.
5. Performs other related tasks as may be required.