



*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
Office of the Deputy Secretary for External Affairs and Relations	Senate Deputy Secretary	397

We are inviting interested personnel to submit their applications to the Human Resources Management Service for evaluation ten (10) days upon posting of this 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 worksheet)
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: **September 28, 2017** TO: **October 7, 2017**

POSITION : Senate Deputy Secretary
OFFICE : Office of the Deputy Secretary for External Affairs and Relations

QUALIFICATION STANDARDS

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

POSITION DESCRIPTION

1. Provides well-defined and updated mission/goals of the offices/services constituting the External Affairs and Relation Department.
2. Provides the offices/services in the External Affairs and Relation Department with work programs, systems, procedures and strategies in support of the office objectives.
3. Acts on administrative matters devolving on the position.
4. Ensures the provision of adequate, appropriate and timely services to the clientele of the Office.
5. Creates and provides the offices/services a climate conducive to high morale and efficiency.
6. Recommends to the Senate Secretary personnel movements/actions in his area of responsibility.
7. Performs other related functions as may be assigned by the Senate Secretary and the Senate President.