

*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
Prosecution and Investigation Service, OSLC	Director III	66

We are inviting interested personnel to submit their applications to the Human Resources Management Service for evaluation ten (10) 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.

CHRISTIAN P. BORJA
Officer-In-Charge, HRMS

ATTY. LUTGARDO B. BARBO
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: JUNE 1, 2017 TO: JUNE 10, 2017

POSITION : Director III (Senate Service Chief)
OFFICE : Prosecution and Investigation Service, OSLC

QUALIFICATION STANDARDS *

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

* Qualification standards pursuant to CSC MC No. 13, series of 2011

POSITION DESCRIPTION

1. Performs and administers the functions, duties and responsibilities of the Prosecution and Investigation Service.
2. Directs and supervises the work-flow of the office.
3. Evaluates all administrative cases filed directly or referred to in the Prosecution and Investigation Service to determine the existence of administrative probable cause, in line with the appropriate rules and regulations, for the purpose of filing the necessary or appropriate administrative charges related to R.A. 3019, R.A. 6713, CSC Rules and Regulations, and Senate Administrative policies, whenever applicable, against the concerned Senate employee/s.
4. Conducts hearings and conferences and prepares orders, resolutions, decisions, recommendations, memoranda and other legal documents pursuant to the preceding paragraphs.
5. Delegates and assigns administrative and other legal works to all subordinates in the Office subject to his supervision and control to carry out efficiently or effectively the desired results and assignment that may be given by the Senate President, the Senate Secretary, and the Senate Legal Counsel.

6. Evaluates and reviews resolutions, decisions, recommendations, memoranda and other legal documents prepared by the personnel in the service.
7. Recommends/formulates and implements policies, procedures, rules and regulations in the conduct of prosecution and investigation of cases within the competence and jurisdiction of the service.
8. Represents the office in cases before the courts and quasi-judicial or administrative bodies when directed by the Senate President, Senate Secretary or the Senate Legal Counsel.
9. Attends sessions, committee hearings, and bicameral conferences as may be directed by the Senate President, Senate Secretary or the Senate Legal Counsel.
10. Performs other functions as may be assigned by the Senate President, the Senate Secretary and the Senate Legal Counsel.

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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
Legislative Committee Support Service "A"	LSO V	624-02/624-03
	LSA II	315-04
	LSA I	308-02/308-05

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: MAY 24, 2017 TO: JUNE 7, 2017

POSITION : Legislative Staff Officer V
OFFICE : Legislative Committee Support Service "A"

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree
EXPERIENCE : 3 Years Relevant Experience
TRAINING : 16 Hours Relevant Training
ELIGIBILITY : CSP / R.A. 1080

POSITION DESCRIPTION

I. Documentation of Committee Activities and proceedings

1. Take notes of the committee proceedings.
2. Assist the Legislative Committee Secretary (LegComSec) and or provide assistance in the swearing-in of witnesses.
3. Assist the LegComSec in preparing Committee Reports on meetings or hearings on bills, resolutions and other matters referred to the Committee/s.
4. Assist the LegComSec prepare journal or preliminary report of the committee meetings/hearings for approval of the Committee Chairman and also for submission to the Senate Secretariat.
5. Assist the LegComSec as custodian of documents submitted and in filing of bills, resolutions, documents, position papers and other pertinent materials submitted or referred to the Committee.
6. Assist in the production, compilation and distribution of memoranda, proposals, position papers, exhibits and other related documents submitted to the Committee.
7. Assist the LegComSec in the transmission of all completed business to the Archives.
8. Assist the LegComSec with regards to the inquiries or request represented to the Committee.

9. In the absence of the LegComSec may take over the handling of Committee matters until the former returns.

II. Coordination with the Office of the Committee Chairman

1. Assist the LegComSec in the coordination, preparation/dissemination of information or communications such as: Agenda and notices of meetings, venue, time and date of meetings.
2. Preparation of invitations or subpoenas to witnesses, guests, resource persons, correspondence with persons concerned and other committee working materials.
3. Assist in the arrangements for physical requirements and facilities for the committee meetings or hearings, such as rooms, office equipment, visual aids, place cards or nameplates, reception, security and food.
4. Assist in the preparation of travel requirements in connection with out-of-town public hearings and investigations, such as: tickets, accommodation and documents/papers required.
5. Assist the LegComSec in the supervision over the stenographers, pages, audio visual technicians and other personnel needed during and after meetings/hearings.
6. Assist the LegComSec in the reception of, and assistance to, witnesses resources speakers and other guests during committee meetings/hearings.
7. Assist the LegComSec in the conduct of research on matters related to the functions of the Committee in coordination with the staff of the Senator and other offices in the Senate Secretariat, including the analysis of various position papers and other related documents submitted by affected sectors which are of interest to the Committee.
8. Assist the LegComSec in the coordination as regards to media public relations and other individual person or organizations and entities affected by the bills, resolutions referred to the Committee.

POSITION : Legislative Staff Assistant II
OFFICE : Legislative Committee Support Service "A"

QUALIFICATION STANDARDS

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

POSITION DESCRIPTION

1. Types and prepares the final or finished preliminary reports, minutes of each committee meeting/hearing, committee reports, memoranda and other documents.
2. Keeps file folders of every Committee Secretary in order that referred bills could easily be traced as to their status, whether pending or already passed and approved on third reading
3. Distributes referred bills to each Committee Secretary concerned as transmitted by the Office of the Secretary.
4. Prepares status reports on every bill and/or resolutions deliberated upon during session.
5. Prepares requisitions for supplies, materials and equipments, and keeps control on the use and distribution of the same to prevent wastage.
6. Attends meeting of the Service if required
7. Performs such other duties as may be delegated by the Service Chief.

POSITION : Legislative Staff Assistant I
OFFICE : Legislative Committee Support Service "A"

QUALIFICATION STANDARDS

EDUCATION : Completion of 2 Years College Studies
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : CSSP

POSITION DESCRIPTION

1. Types all sorts of reports, memoranda, correspondence and other related typing jobs that may be required by the Service Chief and the Committee Secretaries.
2. Sorts, indexes and maintains up-to-date file of letters, forms, documents, reports, records and other pertinent correspondence as directed by the Supervisors.
3. Keeps files and records of the Service including those submitted by each Committee Secretary.
4. Prepares draft of preliminary reports of each Committee Secretary, minutes of committee meetings and attends to the availability of supplies and materials needed by the Service.
5. Maintains the typewriter in good operating condition, requests for repair when the need arises.
6. Performs other related functions as maybe delegated by the Assistant Service Chief or Service Chief.