VACANCY ANNOUNCEMENT

To: Interested Applicants

Please be informed that the Senate President has authorized the filling-up of the vacant positions below in the Senate Secretariat:

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<th>OFFICE</th>
<th>POSITION/S</th>
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<td>Legislative Debate Reporters Service</td>
<td>SLSO II</td>
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<td>Legislative Debate Reporters Service</td>
<td>LSO V</td>
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<tr>
<td>Legislative Debate Reporters Service</td>
<td>LSO V</td>
<td>358-07</td>
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</table>

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. Qualified next-in-rank within the Office/Service where the vacancy exists need not apply. Qualified next-in-rank and interested applicants should submit the following necessary documents to HRMS:

1. Letter of Application
2. Updated Personal Data Sheet (CS 212 downloadable from CSC website)
3. Authenticated Transcript of Records from the School Registrar
4. Certificate of 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. OSCAR G. YABES
Senate Secretary

Date of Posting:
POSITION : Supervising Legislative Staff Officer II
ITEM NO. : 357-03
OFFICE : Legislative Debate Reporters Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor’s Degree Relevant to the Job

EXPERIENCE : Four (4) Years Relevant Experience

TRAINING : Twenty-Four (24) Hours Relevant Training

ELIGIBILITY : CSP / R.A. 1080

POSITION DESCRIPTION

1. Reviews, corrects/ edits transcripts of daily sessions submitted by assigned Debate Reporters;

2. Checks accuracy and completeness of documents/speeches/ communications and other materials inserted into the transcripts;

3. Reviews/corrects the First “C” Record of the Senate printout.

4. Performs other related work such as assisting the Debate Reporters in the plenary sessions whenever the need arises.


6. Performs other related tasks.
POSITION : Legislative Staff Officer V (Stenographer)

ITEM NO. : 358-05

OFFICE : Legislative Debate Reporters Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor’s Degree Relevant to the Job

EXPERIENCE : Three (3) Years Relevant Experience

TRAINING : Sixteen (16) Hours Relevant Training

ELIGIBILITY : CSP / R.A. 1080

POSITION DESCRIPTION

1. Takes down verbatim by manual shorthand note proceedings and debates of the Senate during plenary sessions and caucuses;

2. Transcribes/encodes in computers the notes taken, observinc proper parliamentary forms and layouts;

3. Makes initial editing and/or corrections on the speeches and statements of Senators and transferring the same to the computer diskettes;

4. Secures documents quoted by Senators in their speeches, such as reports, messages, news item and other to be inserted in the transcripts of printouts;

5. Helps in the proofreading, correcting and/or editing of encoded transcripts;

6. Performs other related functions.
POSITION : Legislative Staff Officer V (Stenographer)

ITEM NO. : 358-07

OFFICE : Legislative Debate Reporters Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor’s Degree Relevant to the Job

EXPERIENCE : Three (3) Years Relevant Experience

TRAINING : Sixteen (16) Hours Relevant Training

ELIGIBILITY : CSP / R.A. 1080

POSITION DESCRIPTION

1. Takes down verbatim by manual shorthand note proceedings and debates of the Senate during plenary sessions and caucuses;

2. Transcribes/encodes in computers the notes taken, observing proper parliamentary forms and layouts;

3. Makes initial editing and/or corrections on the speeches and statements of Senators and transferring the same to the computer diskettes;

4. Secures documents quoted by Senators in their speeches, such as reports, messages, news item and other to be inserted in the transcripts of printouts;

5. Helps in the proofreading, correcting and/or editing of encoded transcripts;

6. Performs other related functions.
VACANCY ANNOUNCEMENT

To: Interested Applicants

Please be informed that the Senate President has authorized the filling-up of the vacant positions below in the Senate Secretariat:

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<td>SLSO I</td>
<td>166</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. Qualified next-in-rank within the Office/Service where the vacancy exists need not apply. Qualified next-in-rank and interested applicants should submit the following necessary documents to HRMS:

6. Letter of Application (except qualified next-in-rank employees)
7. Updated Personal Data Sheet (CS 212)
8. Authenticated Transcript of Records from the School Registrar
9. Certificate of Eligibility * except next-in-rank
10. 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. OSCAR G. YABES  
Senate Secretary

Date of Posting:
POSITION : Supervising Legislative Staff Officer I

ITEM NO. : 166

OFFICE : International Relations Service, OIRP

QUALIFICATION STANDARDS

EDUCATION : Bachelor’s Degree Relevant to the Job

EXPERIENCE : Four (4) Years Relevant Experience

TRAINING : Twenty-Four (24) Hours Relevant Training

ELIGIBILITY : CSP / R.A. 1080

OTHER REQUIREMENTS: Must possess above average writing skills; Knowledge of at least one internationally-used foreign language is preferred; Computer literate (Microsoft Office); Must be willing to work beyond the regular office hours and days, if needed; Must be able to cope with pressure and meet deadlines

POSITION DESCRIPTION

1. Responsible for ensuring the successful participation of the Philippine Senate international conferences, inter-parliamentary assemblies and fora

   1. Prepares draft resolutions, speeches, briefing papers, aide memoires and discussion points for the Senate President and other Senators;

   2. Undertakes short term research

   3. Prepares the annual reports, accomplishes information surveys, Etc…

   4. Liaises with other offices in the Senate as well as with Philippine Government agencies and foreign embassies and multilateral organizations;

   5. Monitors developments of outstanding/current issues on international affairs;
6. Acts as note taker/documentation officer for official meetings of the Senate President

2. **Assists in activities that promote the bilateral relations of the Philippine Senate with foreign parliaments and governments.**

   1. Prepares briefing papers and Philippine statements for parliamentary visits; acts as note taker during official meetings

   2. Prepares the necessary communications, documentation and activities for the establishment and sustained relations of parliamentary friendship associations

   3. Coordinates with foreign embassies and parliaments, the Department of Foreign Affairs and Philippine embassies and mission with regard to arranging for the agenda and official itinerary of parliamentary visits.

3. **Monitors developments affecting the external relations of the Philippines.**

   1. Liases with the Department of Foreign Affairs and toher government agencies to gather information/backgrounder as well as the official Philippine position on foreign policy issues and other global concerns affecting the Philippines;

   2. Monitors international meetings and conferences and keeps track of initiatives propounded by the Philippines;

   3. Monitors the proceedings of the Senate Foreign Relations Committee and other international issues being discussed in the Senate.

4. **Performs other relevant functions as may be designated by the Director and/or Director-General, in the exigency of the service**