

VACANCY ANNOUNCEMENT

To: Interested Applicants

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

OFFICE	POSITION	ITEM NO.
Printing and Reproduction Service	Legislative Staff Officer II	274

We are inviting interested applicants to submit their applications through email at recruitment.senatehrms@gmail.com or via courier addressed to the HRMS Recruitment and Selection Unit of the Senate of the Philippines 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 Form No. 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 sheets for more details/requirements of the position. Only those who are qualified may apply.


MARIA VIDA G. CAPARAS, Ph.D., RPsy
Director III, HRMS


Atty. RENATO N. BANTUG Jr.
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: APR 15 2024 TO: APR 25 2024

POSITION : Legislative Staff Officer II
ITEM NO. : 274
SG : 16
OFFICE : Printing and Reproduction Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree
EXPERIENCE : 1 year relevant experience
TRAINING : 4 hours relevant training
ELIGIBILITY : Career Service Professional / R.A. 1080

POSITION DESCRIPTION

1. Lays out and designs forms, programs, calling cards, note pads, memo pads, requested by units in the Secretariat and the Senators' offices;
2. Typesets memos, communications, reports and other documents for the Unit;
3. Maintains a backup file containing digital information of repetitive job orders;
4. Reviews, monitors and follows up jobs related to computer graphics that need the action of the Service Chief;
5. Coordinates with the Machine Operator in insuring the quality of printed forms, programs, calling cards, note pads, memo pads, the Journal of the Senate and Senate Bills requested by the Senators and other offices;
6. Performs other tasks as may be required from time to time.

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.

OFFICE	POSITION	ITEM NO.
Legislative Budget Service	Legislative Staff Officer V	519-01
	Legislative Staff Officer II	521-01
		521-03
	Legislative Staff Officer I	522-02

We are inviting interested applicants to submit their applications through email at recruitment.senatehrms@gmail.com or via courier addressed to the HRMS Recruitment and Selection Unit of the Senate of the Philippines 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 Form No. 212 Revised 2017, Notarized with Work Experience Sheet)
- 3. Authenticated Transcript of Records/Diploma from the School Registrar
- 4. 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 for more details/requirements of the positions. Only those who are qualified may apply.

MARIA VIDA G. CAPARAS, Ph.D., RPsy
Director III, HRMS

ATTY. RENATO N. BANTUG JR.
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: APR 08 2024 TO: APR 18 2024

POSITION : Legislative Staff Officer V
ITEM NO. : 519-01
SG : 21
OFFICE : Legislative Budget Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree
EXPERIENCE : Three (3) years of relevant experience
TRAINING : Sixteen (16) hours of relevant training
ELIGIBILITY : Career Service Professional/RA 1080

POSITION DESCRIPTION

1. Participate in the evaluation of office budget proposals.
2. Assist in the formulations of budget policies, guidelines and instructions.
3. Facilitate reconciliation of obligations with the Legislative Accounting Service.
4. Prepare schedules of monthly mode budget to support Senator's monthly releases.
5. Prepare processes request of realignment of funds.
6. Keep and maintain index and records of expenditures.
7. Assist in the preparations of budgetary documents relative to the conduct of budget hearings.
8. Prepare budgetary expense data.
9. Prepare comparative analysis/evaluation, schedules, statements and charts.
10. Maintain/prepare periodic controls and reports on specific object classes of expenses.
11. Maintain close liaison with Senator's offices.
12. Prepare monthly expenses data and budget variations including analysis of expenditures and balances per Senator's office.
13. Prepare communications/correspondences.
14. Perform related tasks as may be required.

POSITION : Legislative Staff Officer II
ITEM NOS. : 521-01 and 521-03
SG : 16
OFFICE : Legislative Budget Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree
EXPERIENCE : One (1) year of relevant experience
TRAINING : Four (4) hours of relevant training
ELIGIBILITY : Career Service Professional/RA 1080

POSITION DESCRIPTION

1. Examine and evaluate payrolls, claims and other charge against appropriation to determine appropriate expenditures to be stomped.
2. Ascertain proper charging of expenses according to office, objects, class and account code.
3. Post obligation request to subsidiary controls as to Secretariat, Proper and Locally-Funded projects.
4. Prepare the summary of notice of cash allocations request and releases, and statement of notice of cash allocations releases.
5. Handle, maintain and update the logbook for subsidiary controls on actual expenditures as to Secretariat, Proper and Locally-Funded projects; file incoming/outgoing communications on notice of cash allocation request and releases; monthly chart and obligation request files of locally funded projects.
6. Submit monthly report on the Summary of Notice of Cash Allocation releases to Accounting Service.
7. Identify and retrieve previous obligations request made for liquidation and other purposes.
8. Assist in the preparation of statements, schedules, graphs, charts and other briefing materials needed in the presentation of budget estimates.
9. Collate and attach liquidation reports, disbursement voucher, and purchase order in the filed obligation request as to Secretariat, Proper or Locally-Funded projects.
10. Perform related tasks as may be required.

POSITION : Legislative Staff Officer I
ITEM NO. : 522-02
SG : 14
OFFICE : Legislative Budget Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service Professional/RA 1080

POSITION DESCRIPTION

1. Process Senator's vouchers/payrolls of different claims.
2. Encode obligated vouchers pertaining to specific offices of the Senators for preparation of tentative Budgetary Control Reports to be reconciled with computer generated BCRs to be submitted to the Senators' offices.
3. Prepare Supplies Adjustment Report based on Supplies Adjustment Sheet for adjustment of request by Proper temporarily charged against Secretariat funds (PPS).
4. Process liquidation of Cash Advances made by Senators' offices and makes necessary adjustment for proper charging of accounts liquidated.
5. Determine availability of funds and prepares Advice of Modification for augmentation of negative accounts and for additional MOOE due to accumulated savings.
6. Prepare cover memo of Budgetary Control Reports with breakdown of Regular & Continuing Appropriations (per Office and per account classification) to be submitted to the Senators' offices.
7. Encode and prepare worksheet of Summary of Advice of Modification and reconciles the balances with the realignment section of the computer generated Statement of Allotment, Realignment, Obligation Balances (SAOB).
8. Summarize the unused savings of Senators' Personal Savings, MOOE and Capital Outlay from previous year to be used as continuing Appropriations for the current year.
9. Collate, analyze and summarize the Projected Monthly Modifications of the Office of the Senators, Committee A & Committee B for the current year.
10. Photocopy correspondences, letters, memoranda and other budgetary documents.
11. Perform related tasks as may be required.