

VACANCY ANNOUNCEMENT

To: Interested Applicants

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

OFFICE	POSITION	ITEM NO.
Legislative Records and Archives Service	Legislative Staff Officer IV	295-01
		295-03
	Legislative Staff Officer I	296
	Legislative Staff Assistant II	297

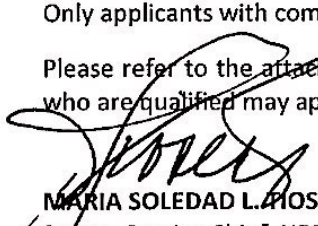
We are inviting interested personnel to submit their applications to the Human Resources Management Service for evaluation fifteen (15) days upon notice. After such period, no application shall be entertained. Interested applicants should submit the following necessary documents to HRMS:

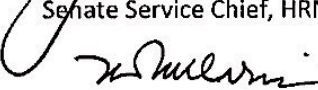
1. Letter of Application
2. Updated Personal Data Sheet (CS Form No. 212 Revised 2017, Notarized **with Work Experience Sheet**)
3. Authenticated Transcript of Records/Diploma from the School Registrar
4. Authenticated CSC Certificate of Eligibility and/or other appropriate eligibility
5. Photocopy of 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

Applicants are advised to submit the abovementioned documents through courier or through email at recruitment.senatehrms@gmail.com.

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 SOLEDAD L. PIOSECO
Senate Service Chief, HRMS


ATTY. MYRA MARIE D. VILLARICA
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: JUN 15 2020 TO: JUN 30 2020

POSITION : Legislative Staff Officer IV
ITEM NO. : 295-01 and 295-03
SG : 20
OFFICE : Legislative Records and Archives Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree
EXPERIENCE : Two (2) years of relevant experience
TRAINING : Eight (8) hours of relevant training
ELIGIBILITY : Career Service Professional/RA 1080

POSITION DESCRIPTION

1. Assists in summarizing contents of legislative records and archival documents.
2. Prepares indices and guides for legislative records and archival documents.
3. Assists in servicing requests for reference and research use of legislative records and archival documents.
4. Checks completeness and consistency of legislative records and archives processed and used for reference.
5. Evaluates and organizes legislative records into record groups/record series as to historical order or order of sequence.
6. Maintains and updates the reference guides for legislative records.
7. Checks completeness and consistencies of pages of legislative records and archival documents processed and used.
8. Provides assistance in the maintenance and conservation of legislative records and archival documents.
9. Implements the migration, maintenance and full implementation of inputting, keeping and making available all legislative documents and archival materials using Information Technology process and protocol in making efficient the discharge of the mandate of the Service.
10. Performs other related tasks as may be required.

POSITION : Legislative Staff Officer I
ITEM NO. : 296
SG : 14
OFFICE : Legislative Records and Archives Service

QUALIFICATION STANDARDS

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

POSITION DESCRIPTION

1. Receives and records legislative archival documents.
2. Checks completeness of legislative archival documents against transmittals and referrals.
3. Files and maintains the documents transmitted to the LRAS.
4. Accessions all legislative archival documents transmitted to the LRAS.
5. Maintains and updates accession records for legislative archival documents.
6. Assists in the processing of requested documents:
 - a. Retrieves and files requested documents.
 - b. Reproduces requested documents.
 - c. Stamps requested documents as certified true copy upon request.
7. Assists in the indexing of the following:
 - a. Republic Acts
 - b. Resolutions
 - c. Bills and other legislative documents
8. Organizes and provides folder and box labels for the Transcripts of Committee Meetings (TCSMs).
9. Assists in the preservation of legislative archival records.
10. Answers and makes phone calls.
11. Performs other related tasks as may be required.

POSITION : Legislative Staff Assistant II
ITEM NO. : 297
SG : 10
OFFICE : Legislative Records and Archives Service

QUALIFICATION STANDARDS

EDUCATION : Completion of two (2) years of college studies
EXPERIENCE : One (1) year of relevant experience
TRAINING : Four (4) hours of relevant training
ELIGIBILITY : Career Service Sub-Professional

POSITION DESCRIPTION

1. Encodes communications, reports, and other correspondences.
2. Acts as property custodian of the LRAS.
3. Requests for materials and supplies needs of the LRAS.
4. Conducts outside canvass for materials and supplies not available with the Property and Procurement Service (PPS).
5. Reviews the materials and supplies needs of the LRAS.
6. Coordinates with PPS regarding repair of office equipment.
7. Responsible for the return of unserviceable equipment and furniture to the PPS.
8. Performs other related tasks as may be required.

VACANCY ANNOUNCEMENT

To: Interested Applicants

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

OFFICE	POSITION	ITEM NO.
Legislative Accounting Service	Legislative Staff Officer VI	530-04
	Legislative Staff Officer IV	532-05


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 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 SOLEDAD L. TIOSECO
Senate Service Chief, HRMS


ATTY. MYRA MARIE D. VILLARICA
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

JUN 08 2020 JUN 23 2020
FROM: _____ TO: _____

POSITION : Legislative Staff Officer VI
ITEM NO. : 530-04
SG : 22
OFFICE : Legislative Accounting Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree
EXPERIENCE : Four (4) years of relevant experience
TRAINING : Twenty-four (24) hours of relevant training
ELIGIBILITY : Career Service Professional/RA 1080

POSITION DESCRIPTION

1. The over-all in charge of all the financial transactions related to the Personal Services (PS) and Maintenance and Other Operating Expenses (MOOE) of the Legislation Office and senator assigned.
2. Assists the Supervising Legislative Staff Officer (SLSO) III in the supervision of the section in the absence of the SLSO II.
3. Reviews and initials disbursement vouchers processed in the section in the absence of the immediate supervisor.
4. Processes various claims/requests, liquidation of cash advances, and other financial transactions from the Legislation Office and senator assigned.
5. Maintains financial records and other related documents for financial reporting, internal control purposes, and monitoring.
6. Monitors the status of unliquidated cash advances that pertains to the Senate Secretariat and local travel as shown in the monthly Statement of Cash Advances of all Senate Officers and employees (Secretariat and Senate Proper) prepared by the Bookkeeping Section.
7. Checks computation of overpayment of salaries and allowances due to leave without pay, total outstanding balances with GSIS, PAG-IBIG, SEMCO, and SEF as computed by the officers before the same is reflected in the clearance and disbursement vouchers for deduction.
8. Assists the Commission on Audit in the preparation of the Annual Itemized List of Expenses for the senator.
9. In the absence of the immediate supervisor or when the need arises, orients the newly designated officers of the Senate Secretariat and Finance Officer.
10. Attends to queries related to administrative and financial transactions.

11. Drafts demand letters/notices to the accountable officers concerned on the details of cash advance liquidation and balances.
12. Performs other related tasks as may be assigned by the immediate supervisor.

POSITION : Legislative Staff Officer IV
ITEM NO. : 532-05
SG : 20
OFFICE : Legislative Accounting Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree
EXPERIENCE : Two (2) years of relevant experience
TRAINING : Eight (8) hours of relevant training
ELIGIBILITY : Career Service Professional/RA 1080

POSITION DESCRIPTION

1. Maintains subsidiary ledgers of the following accounts:
 - a. Prepaid Insurance (19902050)
 - b. Other Prepayments (19902990)
2. Prepares and analyzes balances of the following:
 - a. Prepaid Insurance (19902050)
 - b. Other Prepayments (19902990)
 - c. Due to Officers and Employees (20101020)
 - d. Advances for Payroll (19901020)
3. Setting up of liabilities of payroll accounts for eNGAS.
 - a. Checks and collates payrolls.
 - b. Summarizes Cash Advance made by Disbursing Officers.
 - c. Prepares Journal Entry Vouchers.
 - d. Encodes entry made to eNGAS.
4. Prepares Cash Disbursement Journal – PS.
 - a. Checks and collates payrolls.
 - b. Prepares and analyzes account balance.
 - c. Prepares Journal Entry Vouchers.
 - d. Encodes entry made to eNGAS.
 - e. Analyzes liquidation made by Disbursing Officers.
 - f. Prepares transmittal of Cash Disbursement Journal with corresponding documents and submits to the Commission on Audit.
5. Performs other related 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 position/s in the Senate Secretariat:

OFFICE	POSITION/S	ITEM NO. /S
Legislative Budget Service	LSO V	519-01
	LSO II	521-01
	LSO I	522-02


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5. Certificate of training/seminar attended (photocopy)
6. Certificate of Employment/Service Record (for non-Senate Personnel)
7. Photocopy of Performance Evaluation /Rating Report for the last rating period.

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MARIA SOLEDAD L. TIOSECO
Senate Service Chief, HRMS


ATTY. MYRA MARIE D. VILLARICA
Senate Secretary

PERIOD OF SUBMISSION OF APPLICATIONS

FROM: JUN 08 2020 - JUN 23 2020

4th Floor, Senate of the Philippines, GSIS Building, Financial Center, Roxas Boulevard, Pasay City
Office Phone Nos.: 552-6601 to 80 (Trunk Lines) Local 4254 to 59 and 552-6835 (Direct Line)
Telefax No.: 552-6835 • E-mail address: hrms_recruitment@senate.gov.ph

POSITION : Legislative Staff Officer V

OFFICE : Legislative Budget Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree

EXPERIENCE : Three (3) Years Relevant Experience

TRAINING : Sixteen (16) Hours Relevant Training

ELIGIBILITY : Career Service Professional / R.A. 1080

POSITION DESCRIPTION

1. Participates in the evaluation of office budget proposals.
2. Assists in the formulations of budget policies, guidelines and instructions.
3. Facilitates reconciliation of obligations with the Legislative Accounting Service.
4. Prepares schedules of monthly mode budget to support Senator's monthly releases.
5. Prepares processes request of realignment of funds.
6. Keeps and maintains index and records of expenditures.
7. Assists in the preparations of budgetary documents relative to the conduct of budget hearings.
8. Prepares budgetary expense data.
9. Prepares comparative analysis/evaluation, schedules, statements and charts.
10. Maintains/prepares periodic controls and reports on specific object classes of expenses.
11. Maintains close liaison with Senator's offices.
12. Prepares monthly expenses data and budget variations including analysis of expenditures and balances per Senator's office.
13. Prepares communications/correspondences.

POSITION : Legislative Staff Officer II
OFFICE : Legislative Budget Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree
EXPERIENCE : One (1) Year Relevant Experience
TRAINING : Four (4) Hours Relevant Training
ELIGIBILITY : Career Service Professional / R.A. 1080

POSITION DESCRIPTION

1. Examines and evaluates payrolls, claims and other charge against appropriation to determine appropriate expenditures to be stamped.
2. Ascertains proper charging of expenses according to office, objects, class and account code.
3. Posts obligation request to subsidiary controls as to Secretariat, Proper and Locally-Funded projects.
4. Prepares the summary of notice of cash allocations request and releases, and statement of notice of cash allocations releases.
5. Handles, maintains and updates the logbook for subsidiary controls on actual expenditures as to Secretariat, Proper and Locally-Funded projects; files of incoming/outgoing communications on notice of cash allocation request and releases; monthly chart and obligation request files of locally funded projects.
6. Submits monthly report on the summary of notice of cash allocation releases to Accounting Service.
7. Identifies and retrieves previous obligations request made for liquidation and other purposes.
8. Assists in the preparation of statements, schedules, graphs, charts and other briefing materials needed in the presentation of budget estimates.
9. Collates and attaches liquidation reports, disbursement voucher, and purchase order in the filed obligation request as to Secretariat, Proper or Locally-Funded projects.
10. Performs other related tasks/functions that may be assigned from time to time.

4th Floor, Senate of the Philippines, GSIS Building, Financial Center, Roxas Boulevard, Pasay City
Office Phone Nos.: 552-6601 to 80 (Trunk Lines) Local 4254 to 59 and 552-6835 (Direct Line)
Telefax No.: 552-6835 • E-mail address: hrms_recruitment@senate.gov.ph

POSITION : Legislative Staff Officer I
OFFICE : Legislative Budget Service

QUALIFICATION STANDARDS

EDUCATION : Bachelor's Degree
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Career Service Professional / R.A. 1080

POSITION DESCRIPTION

1. Processes Senator's vouchers/payrolls of different claims.
2. Encodes 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. Prepares Supplies Adjustment Report based on Supplies Adjustment Sheet for adjustment of request by Proper temporarily charged against Secretariat funds (PPS).
4. Processes liquidation of Cash Advances made by Senators' offices and makes necessary adjustment for proper charging of accounts liquidated.
5. Determines availability of funds and prepares Advice of Modification for augmentation of negative accounts and for additional MOOE due to accumulated savings.
6. Prepares 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. Encodes and prepares 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. Summarizes 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. Collates, analyzes and summarizes the Projected Monthly Modifications of the Office of the Senators, Committee A & Committee B for the current year.
10. Photocopies correspondences, letters, memoranda and other budgetary documents.