



REPUBLIC OF THE PHILIPPINES  
**SENATE ELECTORAL TRIBUNAL**  
**NOTICE OF VACANCY**

Place of Assignment	:	Canvass Board Service
Position Title	:	Director III
Plantilla Item Number	:	SETC-DIR3-7-2014
Salary Grade	:	27
Monthly Salary	:	Php131,124.00
Eligibility	:	RA 1080 (BAR)
Education	:	Bachelor of Laws
Training	:	40 hours of Mandatory Continuing Legal Education (MCLE) and 80 hours of Management Training
Experience	:	Five (5) years of progressively responsible relevant experience in the management and supervision of staff
Competencies	:	Core, Organizational and Leadership Competencies
Basic Description of the General Function of the Position	:	Exercises general supervision over all personnel's performance of the following functions: collection and shipment of ballot boxes under protest; receipt and custody of ballot boxes, revision and tabulation of ballots and preparation of recommendations

The Senate Electoral Tribunal highly encourages all interested and qualified applicants including persons with disability (PWD) and members of the indigenous communities irrespective of sexual orientation and gender identities or expression to apply.

Interested and qualified applicants should signify their interest by creating an account at the Senate Electoral Tribunal Recruitment Portal through this website: [www.set.gov.ph/iapply](http://www.set.gov.ph/iapply) and fill-in the required details not later than **22 August 2023**.


Please attach the following documents in Portable Document Format (PDF) with a maximum size of 20 mb per PDF file:

1. Application letter addressed to  
ATTY. CHRISTIANN LEONARD P. AGODON  
Director III  
Human Resources Management Service
2. Transcript of Records;
3. Proof of eligibility;
4. Training certificates;
5. Performance Rating in the present position for one (1) year, if applicable; and
6. Work Experience Sheet.

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Approved for Posting:

Date posted: AUG 07 2023

  
ATTY. CRISANTA V. VALERA  
Secretary of the Tribunal