



REPUBLIC OF THE PHILIPPINES
SENATE ELECTORAL TRIBUNAL

NOTICE OF VACANCY

Place of Assignment	:	Legal Service
Position Title	:	Supervising Legislative Staff Officer II
Plantilla Item Number	:	SETC-SLSO2-112-2014
Salary Grade	:	24
Monthly Salary	:	Php88,410.00
Eligibility	:	RA 1080 (BAR)
Education	:	Bachelor of Laws
Training	:	40 hours of training in management and supervision
Experience	:	Four (4) years supervisory/management experience relevant to the job
Competencies	:	Core, Organizational and Technical Competencies
Basic Description of the General Function of the Position	:	Supervises the undertaking of research studies and provides the Tribunal with back-up research studies; acts as Supervisor in the preliminary appreciation of ballots and Hearing Commissioner in the conduct of evidentiary hearings.

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 in writing, attach the following documents to the application letter and send to the address below **NOT LATER THAN 05 May 2022**:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and the required Work Experience Sheet. These may be downloaded at www.csc.gov.ph;
2. Transcript of Records;
3. Authenticated copy of Certificate of Eligibility/Rating;
4. Photocopy of certificate of trainings; and
5. Performance Rating in the present position for one (1) year (if applicable).

ATTY. CHRISTIANN LEONARD P. AGODON
Director
Senate Electoral Tribunal
6th Floor, Sugar Center Building, North Avenue, Diliman, Quezon City
hrms@set.gov.ph.
Contact Numbers: 8-4631085 / 09150967035 (Globe) / 09615865963 (Smart)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Approved for Posting:

Date posted: APR 11 2022


ATTY. CRISANTA V. VALERA
Secretary of the Tribunal ✓

6th Floor, Sugar Center Building, North Avenue, Diliman, Quezon City