



REPUBLIC OF THE PHILIPPINES
SENATE ELECTORAL TRIBUNAL
NOTICE OF VACANCY

Place of Assignment	:	Canvass Board Service
Position Title	:	Legislative Staff Officer IV
Plantilla Item Number	:	SETC-LSO4-22-2014
Salary Grade	:	20
Monthly Salary	:	Php55,799.00
Eligibility	:	Career Service Professional/Second Level Eligibility
Education	:	Bachelor's Degree relevant to the job
Training	:	8 hours of relevant training
Experience	:	Two (2) years of relevant experience
Competencies	:	Core, Organizational and Technical Competencies
Basic Description of the General Function of the Position	:	Prepares the schedule of ballot boxes to be opened and ballots to be examined and coordinates with the Ballot Box Section for the delivery of ballot boxes to the Revision Room.

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 11 July 2022**:

1. Full 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
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Contact Numbers: 8-4631085/09150967035 (Globe)/09615865963 (Smart)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Approved for Posting:

Date posted: JUN 22 2022

Valera
ATTY. CRISANTA V. VALERA
Secretary of the Tribunal *2*