



REPUBLIC OF THE PHILIPPINES
SENATE ELECTORAL TRIBUNAL
NOTICE OF VACANCY

Place of Assignment	:	Procurement and Property Management Service
Position Title	:	Director III
Plantilla Item Number	:	SETC-DIR3-5-2014
Salary Grade	:	27
Monthly Salary	:	Php131,124.00
Eligibility	:	Career Service (Professional)/Second Level Eligibility/ RA 1080 (BAR/CPA/CE/ME/EE)
Education	:	Master's Degree relevant to the job
Training	:	120 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 following functions:	:	Planning, organizing, directing and controlling the activities of the Service Group especially in the areas of office services, property and supply management and procurement.

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 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

Valera
ATTY. CRISANTA V. VALERA
Secretary of the Tribunal