



REPUBLIC OF THE PHILIPPINES  
**SENATE ELECTORAL TRIBUNAL**

## NOTICE OF VACANCY

Place of Assignment	:	Accounting Service
Position Title	:	Supervising Legislative Staff Officer III
Plantilla Item Number	:	SETC-SLSO3-52-2014
Salary Grade	:	25
Monthly Salary	:	Php102,690.00
Eligibility	:	RA 1080 (CPA)
Education	:	Bachelor's Degree in Commerce/Business Administration major in Accounting
Training	:	40 hours of training in management and supervision
Experience	:	Four (4) years experience in positions involving management and supervision relevant to the job
Competencies	:	Core, Organizational and Leadership Competencies
Basic Description of the General Function of the Position	:	Control and regulation of all SET disbursements; maintenance of books of accounts and record keeping.

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 16 May 2023**:

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](http://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  
6<sup>th</sup> Floor, Sugar Center Building, North Avenue, Diliman, Quezon City  
<https://www.set.gov.ph/iapply/>  
Contact Numbers: 8-4631085/09150967035 (Globe)/09615865963 (Smart)

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

Approved for Posting:

Date posted:           MAY 02 2023          

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

6<sup>th</sup> Floor, Sugar Center Building, North Avenue, Diliman, Quezon City