

---

## Senate Electoral Tribunal

---

CSC Publication Code : 20160401-13-04  
CSC Website Posting Date : 01-April-2016  
Position Title : **Deputy Secretary of the Tribunal**  
Annual Salary : 877,188.00 Salary/Job Grade : SG-29

Job Qualification Standards/Requirements:

Education : Bachelor of Laws  
Training : 40 hours of Mandatory Continuing Legal Education (MCLE) and 80 hours of Management Training  
Experience : Six (6) years of progressively responsible experience in case adjudication, office administration and other related work  
Eligibility : RA 1080 (BAR)  
Number of Vacancy/ies : One (1)

1 . Plantilla Item No. : SETC-DSECSET-2-1998  
CSC Posting ID : ExMan5441  
Place of Assignment : Office of the Secretary of the Tribunal  
Regional Location : NCR  
Other Requirements : none

---

CSC Publication Code : 20160401-13-04  
CSC Website Posting Date : 01-April-2016  
Position Title : **Director III**  
Annual Salary : 752,040.00 Salary/Job Grade : SG-27

Job Qualification Standards/Requirements:

Education : Bachelor's degree in Business Administration/ Commerce  
Training : 40 hours of Continuing Professional Education/ Development for Accountants or technical training on Accountancy and 80 hours of Management Training  
Experience : Five (5) years of progressively responsible relevant experience in the management and supervision of staff  
Eligibility : RA 1080 (CPA)  
Number of Vacancy/ies : One (1)

1 . Plantilla Item No. : DIR3-26-2014  
CSC Posting ID : ExMan5446  
Place of Assignment : Accounting Service  
Regional Location : NCR  
Other Requirements : Experience must have demonstrated the ability to supervise personnel doing accounting work

---

CSC Publication Code : 20160401-13-04  
CSC Website Posting Date : 01-April-2016  
Position Title : **Director III**  
Annual Salary : 752,040.00 Salary/Job Grade : SG-27

Job Qualification Standards/Requirements:

Education : Bachelor's degree in Business Administration/ Commerce major in Accounting  
Training : 40 hours of Continuing Professional Education (CPE) and 80 hours of Management Training  
Experience : Five (5) years of progressively responsible relevant experience in the management and supervision of staff

Eligibility : RA 1080 (CPA)

Number of Vacancy/ies : One (1)

- 1 . Plantilla Item No. : DIR3-3-2014  
CSC Posting ID : ExMan5447  
Place of Assignment : Finance and Budget Service  
Regional Location : NCR  
Other Requirements : Experience must have demonstrated the ability in the management and supervision of staff doing financial management and budgeting work

---

CSC Publication Code : 20160401-13-04  
CSC Website Posting Date : 01-April-2016  
Position Title : **Director III**  
Annual Salary : 752,040.00 Salary/Job Grade : SG-27

Job Qualification Standards/Requirements:

Education : Bachelor of Laws  
Training : 40 hours of Mandatory Continuing Legal Education and 80 hours of Management Training  
Experience : Five (5) years of progressively responsible relevant experience in the management and supervision of staff

Eligibility : RA 1080 (Bar)

Number of Vacancy/ies : One (1)

- 1 . Plantilla Item No. : DIR3-28-2014  
CSC Posting ID : ExMan5444  
Place of Assignment : Legal Service  
Regional Location : NCR  
Other Requirements : Experience must have demonstrated the ability to supervise a legal staff and general legal office work
-

CSC Publication Code : 20160401-13-04  
CSC Website Posting Date : 01-April-2016  
Position Title : **Director III**  
Annual Salary : 752,040.00 Salary/Job Grade : SG-27

Job Qualification Standards/Requirements:

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  
Eligibility : C.S. Professional/ Second Level Eligibility

Number of Vacancy/ies : One (1)

1 . Plantilla Item No. : DIR3-29-2014  
CSC Posting ID : ExMan5442  
Place of Assignment : Office of the Secretary of the Tribunal  
Regional Location : NCR  
Other Requirements : Experience must have demonstrated the ability to supervise personnel handling staff work

---

CSC Publication Code : 20160401-13-04  
CSC Website Posting Date : 01-April-2016  
Position Title : **Director III**  
Annual Salary : 752,040.00 Salary/Job Grade : SG-27

Job Qualification Standards/Requirements:

Education : Master's Degree relevant to the job  
Training : 40 hours of Management Training and 80 hours training in systems development life cycles, i.e. CMMI and ITIL standards, IT Resources Management Administration and other related information and telecommunications training  
Experience : Five (5) years of progressively responsible relevant experience in the management and supervision of staff  
Eligibility : C.S. Professional/ Second Level Eligibility

Number of Vacancy/ies : One (1)

1 . Plantilla Item No. : DIR3-27-2014  
CSC Posting ID : ExMan5443  
Place of Assignment : Information and Communication Systems and Judicial Records Management Service  
Regional Location : NCR  
Other Requirements : Experience must have demonstrated the ability to supervise staff handling information and communication systems and judicial records management work

---

CSC Publication Code : 20160401-13-04  
CSC Website Posting Date : 01-April-2016  
Position Title : **Director III**  
Annual Salary : 752,040.00                      Salary/Job Grade : SG-27

Job Qualification Standards/Requirements:

Education : Master's in Public Administration/ Government Management/ Business Administration  
Training : 120 hours of Management Training  
Experience : Five (5) years of progressively responsible relevant experience in the management and supervision of staff  
Eligibility : RA 1080 (CPA)  
Number of Vacancy/ies : One (1)

1 . Plantilla Item No. : DIR3-4-2014  
CSC Posting ID : ExMan5445  
Place of Assignment : Cash Management Service  
Regional Location : NCR  
Other Requirements : Experience must have demonstrated the ability in the management and supervision of staff doing cash management work

---

***Please Direct Your Inquiries and Job Application to :***

Agency Contact Person : FLERIDA A. MARCO  
Position Title : Director  
Email Address/Tel. No. : hrms@set.gov.ph / (02) 9317594  
Agency Mailing Address : COA COMPOUND BATASAN ROAD, QUEZON CITY