CS Form No. 9
Revised 2025

Republic of the Philippines
HOUSE OF REPRESENTATIVES ELECTORAL TRIBUNAL
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC PD must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the HOUSE OF REPRESENTATIVES ELECTORAL TRIBUNAL:

MR. RICO T. UMAGAP, DPA
HRMO

Date: July 2, 2026

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency/ Area of Specialization/ Residency Requirement (if applicable)	
1	DIRECTOR II	HETC-DIR2-13-2000	SG-26	131,807	Master's Degree or Its Equivalent	120 Hours of Training in Management and Supervision	Five (5) Years of Supervisory Experience in Records Management and Information Systems	Career Service Professional/Second Level Eligibility/ RA 1080	Preferably Lawyer with Undergraduate Course in Information Technology or Computer Related Studies	Information System and Judicial Records Management Service
2	Supervising Legislative Staff Officer I	HETC-SLSO1-19-2000	SG-23	91,306	Bachelor's Degree in Business Administration/Engineering/Public Administration	24 Hours of Relevant Training	Four (4) Years of Experience in Property and Supply Management Work; One (1) Year of which must be in a Supervisory capacity.	Career Service Professional/ Second Level Eligibility	Must be knowledgable in the New Government Procurement Act	General Service

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than July 12, 2026

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.
This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

MR. RICO T. UMAGAP, DPA
Director III
House of Representatives Electoral Tribunal, COA Compound, Commonwealth, Quezon City
(02) 8715 8700 ext 8888 (direct)
hrmo@hret.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.