



Department Legislative Liaison Specialist*

Salary: SG 22 (PhP 78,162.00)

Item No: OSEC-DFAB-DLLS-2-1998

Number of Vacant Position: One (1)

Office: Department Legislative Liaison Unit, DFA Temporary Headquarters - Double Dragon Tower, EDSA Ext., Pasay City

CSC Prescribed Qualification Standards:

Education: Bachelor's degree relevant to the job

Work Experience: 3 years of relevant experience

Training: 16 hours of relevant training

Eligibility: Career Service
(Professional) Second Level Eligibility

Preferred Qualification Standards:

Education: Bachelor's degree relevant to the job

Work Experience: 3 years of relevant experience

Training: 16 hours of relevant training


Eligibility: Career Service
(Professional) Second Level Eligibility

Interested applicants are requested to submit in PDF format the following requirements via email at hrmo.recruitment@dfa.gov.ph and write in the subject line **Department Legislative Liaison Specialist in DLLU:**

- Duly accomplished DFA application form with colored photo (https://dfa.gov.ph/images/2022/Forms/DFA_Application_Form_Revision_02.pdf)
- Duly accomplished Work Experience Sheet <https://dfa.gov.ph/images/2018/job-vacancies/September/03/Work-Experience-Sheet.pdf>
- Updated resumé
- Copy of professional or second level civil service eligibility
- Copy of transcript of records and diploma
- Copy/ies of relevant in-service training certificates
- Valid NBI clearance (or proof of renewal or new application)

Certificate/s of Good Moral Character from current/previous employer or school, whichever is applicable, may be required by HRMO during the selection process.

Additional Qualifications:

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- Strong communication skills in English and Filipino (written and verbal)
 - Good interpersonal and networking skills
 - Working knowledge of Google Suite applications (Mail, Drive, Calendar, Docs)
 - Familiarity with legislative processes and procedures (House of Representatives and Senate) and basic protocol work in government

General Functions of the Position:

- Coordinator for requests from Congress for inputs, information, and official responses from the DFA
- Coordinator for requests from DFA for legislative documents, congressional materials, and other information
- Coordinator for DFA-Congress meetings and other engagements
- Coordinator for matters concerning the Commission on Appointments
- Monitors Congressional hearings and meetings on priority legislation relevant to the Department
- Acts as DFA congressional scout and intelligence gatherer
- Facilitator of DFA attendance in budget legislation meetings
- Facilitator of DFA action on ATN requests from Congress
- Acts as Special Courier between DFA, Philippine Congress, and foreign counterparts
- Performs such other functions as may be assigned from time to time by the Assistant Secretary or his Deputy

The opportunity for employment shall be open to all qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances pursuant to existing government laws, rules and regulations.

Incomplete submission of documents will not be accepted/processed.

The most qualified applicants will be invited for a test and interview at the email address indicated in their application form.

Deadline of submission of application is on 13 April 2025 at 5:00 P.M.