


REPUBLIC OF THE PHILIPPINES
Sandiganbayan
QUEZON CITY

PROCESSED

JULY 21 2016
OFFICE OF THE CHIEF JUSTICE

Pursuant to the provisions of RA 7041, as implemented by the Civil Service Commission through its Memorandum Circular No. 27 dated July 2, 1991 and Memorandum Circular No. 03,s.2001, **NOTICE** is hereby given that vacant positions in the **SANDIGANBAYAN** have been authorized to be filled by the Honorable Presiding Justice, to wit:

ADMINISTRATIVE DIVISION
One (1) Utility Worker II – Salary Grade 3

This notice shall be posted in three (3) conspicuous places in the Sandiganbayan for a period of ten (10) days from the date hereof.


The deadline of submission to the Personnel Section shall not be later than August 4, 2016.

Sandiganbayan is a gender-fair employer. Any qualified person may apply.

The applicants should disclose if they are related by consanguinity or affinity within the 3rd degree to any Sandiganbayan official or employee.

An employee may be promoted or transferred to a position which is not more than three (3) salary, pay or job grades higher than the employee's present position except in very meritorious cases.

Quezon City, July 21, 2016.


CHARMIE ANGELETTE V. ROMILLO
Chief Judicial Staff Officer
Administrative Division

Republic of the Philippines
Sandiganbayan
Quezon City

VACANCY

ADMINISTRATIVE DIVISION

Position Title : Utility Worker II
Salary Grade : 3 (Php. 10,883.00)
Item No. : SBB-UTW2-49-1998
No. of Vacancies : 1

Qualifications

- Education** : Must be able to read and write
- Experience** : None required
- Training** : None required
- Eligibility** : (MC 11, s. 96-Cat. III)

Please address your application letter to the **Hon. AMPARO M. CABOTAJE-TANG, Presiding Justice** with the attached personal data sheet, transcript of records, 2x2 ID picture & photocopy of civil service eligibility and submit to the **PERSONNEL SECTION** not later than **August 4, 2016**.

Utility Worker II (SG-3)

Duties and Responsibilities:

- * Under immediate supervision, generally performs physical and unskilled jobs including maintenance and general manual tasks;
- * Does messengerial, simple carpentry and electrical works;
- * Draws requisitions of supplies and materials; may double as driver when required;
- * May operate simple mimeo and other reproduction processes;
- * Performs all other functions of a general all around handyman;
- * Does other related tasks as may be assigned from time to time.

Qualification Standards:

Education	:	Must be able to read or write
Experience	:	none required
Training	:	none required
Eligibility	:	(MC 11, s. 96-Cat. III)