

REPUBLIC OF THE PHILIPPINES

Sandiganbayan

QUEZON CITY

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:

**SUPPLY SECTION, ADMINISTRATIVE DIVISION
One (1) Storekeeper III – Salary Grade 9**

This notice shall be posted in three 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 April 6, 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, March 21, 2016.

for: [Signature]
CHARMIE ANGELETTE V. ROMILLO
*Chief Judicial Staff Officer
Administrative Division*

APPROVED FOR POSTING

[Signature]
REYNOLDO B. BOCAR
Executive Clerk of Court IV

Republic of the Philippines
Sandiganbayan
Quezon City

VACANCY

Position Title: Storekeeper III
Department: Supply Section, Administrative Division
Salary Grade: 9
Item Nos.: SBB-STK3-1-1998
No. of Vacancies: 1
Qualifications:

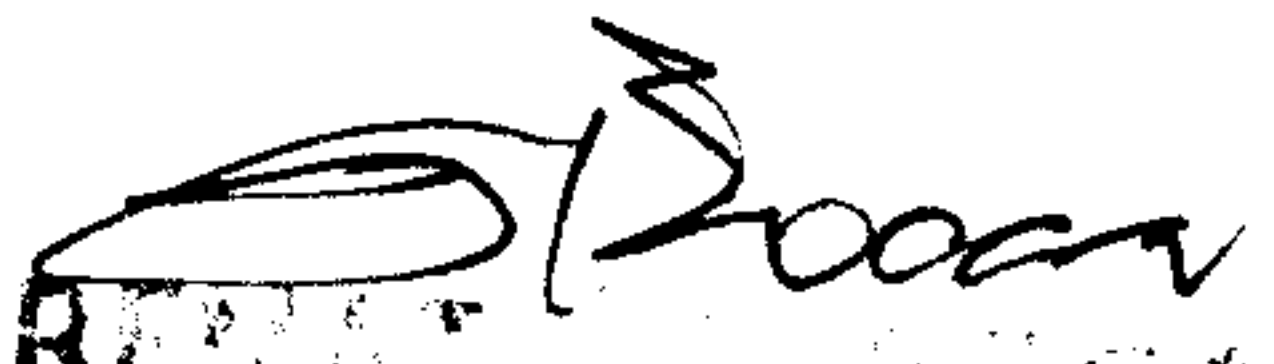
Education : Completion of 2 years studies in college
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : CS Subprofessional

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 **April 6, 2016**.

APPROVED FOR POSTING


RENATA BOCAR
Executive Clerk of Court III

APPROVED FOR POSTING


REPRESENTATIVE
Executive Clerk of Commission

Storekeeper III (SG-9)

Duties and Responsibilities:

- * Under immediate supervision, maintains a storeroom/warehouse for the custody and storage of the office supplies, materials and equipment;
- * Keeps records of stock received, issued and balance on hand;
- * Prepares requisitions/replenishment when stocks are low;
- * Receives, counts, inspects, classifies and stores incoming office equipment, materials and supplies and recommends rejection of the same if do not meet standards;
- * Fills orders and issues stocks; assists in taking inventory of supplies, materials and equipment; reports shortages, damaged and unserviceable supplies and materials;
- * Maintains records of accountable properties;
- * Keeps warehouse in good storing condition to prevent pilferage and damage to stocks;
- * Responsible for the general cleanliness of the warehouse and its environs;
- * Does related work.

Qualification Standards:

Education : Completion of 2 years studies in college
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : CS Subprofessional