

Republic of the Philippines  
**SANDIGANBAYAN**  
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the SANDIGANBAYAN in the CSC website:

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	
1	Electrician II (Contract of Service)	N/A	6	20,252.40	High School Graduate or Completion of relevant vocational trade course	TESDA Training (Electrician)	1 year relevant experience	None required	Administrative Division, Engineering Section
2	Plumber II (Contract of Service)	N/A	5	19,090.80	High School Graduate or Completion of relevant vocational trade course	TESDA Training (Plumber)	1 year relevant experience	None required	Administrative Division, Engineering Section
3	Carpenter II (Contract of Service)	N/A	5	19,090.80	High School Graduate or Completion of relevant vocational trade course	TESDA Training (Carpenter)	1 year relevant experience	None required	Administrative Division, Engineering Section
4	Air-Conditioning Technician I (Contract of Service)	N/A	6	20,252.40	High School Graduate or Completion of relevant vocational trade course	TESDA Training (Air-Conditioning Technician)	1 year relevant experience	None required	Administrative Division, Engineering Section

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than November 18, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.


QUALIFIED APPLICANTS are advised to send through online their application to:

**Hon. AMPARO M. CABOTAJE-TANG**

Presiding Justice  
Sandiganbayan Centennial Building, Commonwealth Avenue corner IBP Road, Quezon City  
[sdbpersonnelapplication@yahoo.com](mailto:sdbpersonnelapplication@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

**AMPARO M. CABOTAJE-TANG**  
Presiding Justice



**APPROVED FOR POSTING**

**MA. TERESA S. PABULAYAN**  
Executive Clerk of Court IV

# Sandiganbayan

QUEZON CITY

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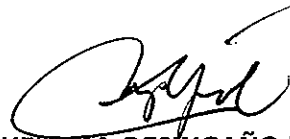
Pursuant to the provisions of RA 7041, as implemented by the Civil Service Commission through its Memorandum Circular No. 27 dated July 2, 1991 and Memorandum Circular No. 03,s.2001, NOTICE is hereby given that vacant positions in the SANDIGANBAYAN have been authorized to be filled by the Honorable Presiding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

PLACE OF ASSIGNMENT	POSITION TITLE	SALARY GRADE
Administrative Division, Engineering Section	Electrician II (Contract of Service)	6
Administrative Division, Engineering Section	Plumber II (Contract of Service)	5
Administrative Division, Engineering Section	Carpenter II (Contract of Service)	5
Administrative Division, Engineering Section	Air-Conditioning Technician I (Contract of Service)	6

The deadline of submission to the Personnel Section shall not be later than November 18, 2022.

**Sandiganbayan is a gender-fair and disability-inclusive employer. Any qualified person may apply.**

Quezon City, October 25, 2022.



**RITCHELLE M. DESINGAÑO-YRAÑELA**  
Chief Judicial Staff Officer  
Administrative Division

**Administrative Division, Engineering Section**

Position: **Electrician II(Contract of Service)**  
Salary Grade : 6 Monthly Salary : PHP 20,252.40

**Duties and Responsibilities:**

- Under general supervision, maintains and repairs lighting fixtures;
- Assists in electrical installations;
- Rewinds fan motors and air-conditioning units;
- Assists in the repair and servicing of air-conditioning units; and
- Does other related tasks as may be assigned from time to time.

Education : Highschool Graduate or Completion of relevant vocational trade course  
Training : Tesda Training (Electrician)  
Experience : 1 year relevant experience  
Eligibility : None required

**Administrative Division, Engineering Section**

Position: **Plumber II (Contract of Service)**  
Salary Grade : 5 Monthly Salary : PHP 19,090.80

**Duties and Responsibilities:**

- Maintains the plumbing system of the Court;
- Assists the other maintenance men in their respective chores when necessary.
- Acts as liaison officer between the office and the MWSS.
- Does other related works assigned by his immediate superior.

Training : Tesda Training (Plumber)  
Experience : 1 year relevant experience  
Eligibility : None required

**Administrative Division, Engineering Section**

Position: **Carpenter II (Contract of Service)**  
Salary Grade : 5 Monthly Salary : PHP 19,090.80

**Duties and Responsibilities:**

- Under general supervision, performs skilled carpentry works in the construction, maintenance and repair of building, scaffold, recycling of furniture and other wooden structures;
- Interprets simple plans;
- Receives job orders and accomplishes the same according to specific instructions;
- Prepares box culvert forms and other concrete foundations;
- Fabricates and installs window frames, sashes and other interior partitions, wall paneling and other similar fitting or trimmings;
- Inspects wooden structures and determines need for repairs ;
- Prepares estimates for simple structures;
- Requisitions materials and equipment needed and inspects the same to ensure conformance with specifications and quality standards; and does other related tasks.

Education : Highschool Graduate or Completion of relevant vocational trade course  
Training : Tesda Training (Carpenter)  
Experience : 1 year relevant experience  
Eligibility : None required

**Administrative Division, Engineering Section**

Position: **Air-Conditioning Technician I (Contract of Service)**  
Salary Grade : 6 Monthly Salary : PHP 20,252.40

**Duties and Responsibilities:**

- Under general supervision, performs skilled work in the installation, repair, maintenance, servicing, inspection and over-hauling of air-conditioning units of the Court;
- Dismantles and replaces broken or worn-out parts; assembles, adjusts and tests the same;
- Recommends replacement of badly damaged units for approval of the Chief of Division;
- Files and maintains simple records on repair work accomplished;
- Makes periodic inspection of air-conditioning units for preventive maintenance, requisitions needed spare parts, equipment and supplies;
- Assists in general electrical works; and does other related tasks.

Education : Highschool Graduate or Completion of relevant vocational trade course  
Training : Tesda Training (Air-Conditioning Technician)  
Experience : 1 year relevant experience  
Eligibility : None required