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:

PLACE OF ASSIGNMENT	POSITION TITLE	SALARY GRADE		
Supply Section, Administrative	One (1) Supply Officer III	18		
Division	One (1) Supply Officer III			
Supply Section, Administrative	0.7.2 (1) 64			
Division	One (1) Storekeeper II	6		
Office of Associate Justice Arthur	Orac (1) Clark III			
O. Malabaguio	One (1) Clerk III	6		

The deadline of submission to the Personnel Section shall not be later than April 22, 2022.

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

Quezon City, April 6, 2022.

RITCHELLE M. DESINGAÑO-YRAÑELA

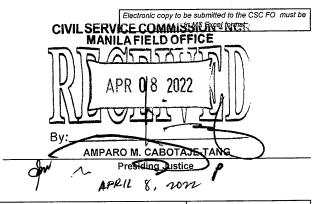
Administrative Division

CS Form No. 9 Revised 2018

Republic of the Philippines SANDIGANBAYAN Request for Publication of Vacant Positions

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:



		1	Salary/		Qualification Standards					
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Supply Officer III	SBB-SUO3-1-1998	18	45,203.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	CS Professional or Second Level Eligibility	1	Supply Section, Administrative Division
2	Storekeeper II	SBB-STK2-1-1998	6	,	Completion of two years studies in college	None required	None required	CS Subprofessional or First Level Eligibility		Supply Section, Administrative Division
3	Clerk III	SBB-CK3-13-2018	6		Completion of two years studies in college	None required	None required	CS Subprofessional or First Level Eligibility		Office of Associate Justice Arthur O. Malabaguio

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 April 22, 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;
- 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 comer IBP Road, Quezon City sbpersonnel.application@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Supply Section, Administrative Division

Position:

Supply Officer III

Salary Grade: 18

10

Monthly Salary: PHP

45,203.00

Duties and Responsibilities:

- •Under general supervision, supervises the work of technical and clerical personnel engaged in the receipts, control and issuance of supplies;
- Makes decisions involving problems of purchasing; reviews, approves and submits monthly reports for supplies issued;
- Checks contract papers and proposals;
- Makes recommendations in determining the kind and quality of supplies, equipment and materials or books needed, availability to stock and needs for such materials;
- Interprets objectives and review results in accordance with statutory provisions and office policies;
- Prepares and submits annual reports pertaining to supplies;
- Does other assigned works from time to time as the needs arise.

Qualification Standards

Education:

Bachelor's Degree

Training:

8 hours of relevant training

Experience:

2 years of relevant experience

Eligibility:

CS Professional or Second Level Eligibility

Supply Section, Administrative Division

Position:

Storekeeper II

Salary Grade: 6

Monthly Salary: PHP

16,877.00

Duties and Responsibilities:

- •Under general supervision, assists the Storekeeper III in the management of the operation in the warehouse; prepares monthly reports of stock position;
- Receives delivered items for inspections; issues the ordered item to endusers:
- Issues supplies being requisitioned to the end-users in the stock card to reflect the balance on hand thereof;
- Supervises the arrangement and classification of stocks in the warehouse; keeps warehouse in good storing condition to prevent pilferage and damage to stocks;
- Responsible for the general cleanliness of the warehouse and its environs; and does related work.

Qualification Standards

Education:

Completion of two years studies in college

Training:

None required

Experience:

None required

Eligibility:

CS Subprofessional or First Level Eligibility

Office of Associate Justice Arthur O. Malabaguio

Position:

Clerk III

Salary Grade: 6

6

Monthly Salary: PHP

16,877.00

Duties and Responsibilities:

- Under immediate supervision, renders clerical assistance in the Office of the Associate Justice;
- Types drafts and final copies of decisions, resolutions as well as correspondence emanating from the Office of the Associate Justice; and files records of the same; and
- Performs other related clerical tasks.

Qualification Standards

Education:

Completion of two years studies in college

Training:

None required

Experience:

None required

Eligibility:

CS Subprofessional or First Level Eligibility