

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:


AMPARO M. CABOTAJE-TANG
Presiding Justice

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	Competency (if applicable)	
1	Computer Maintenance Technologist II - Casual	N/A	15	36,619.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional or Second Level Eligibility		Management Information System Division
2	Computer Maintenance Technologist II - Casual	N/A	15	36,619.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional or Second Level Eligibility		Management Information System Division
3	Computer Maintenance Technologist II - Casual	N/A	15	36,619.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional or Second Level Eligibility		Management Information System Division
4	Mechanic I - Casual	N/A	4	15,586.00	High School Graduate or completion of relevant Vocational/Trade course	None required	None required	CSC MC 11, s. 1996, as amended (Cat. II)		Supply Section, Administrative Division

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 17, 2023.

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 (**NOTARIZED**);
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 their application through the details and link below:

Hon. AMPARO M. CABOTAJE-TANG

Presiding Justice

Sandiganbayan Centennial Building, Commonwealth Avenue corner IBP Road, Quezon City

<https://forms.gle/tzszovngKtzwbi78>



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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
Management Information System Division	Three (3) Computer Maintenance Technologist II - Casual	15
Supply Section, Administrative Division	One (1) Mechanic I - Casual	4

The deadline of submission to the Personnel Section shall not be later than April 17, 2023.

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

Quezon City, March 30, 2023.


RITCHELLE M. DESINGANO-YRAÑELA
Chief Judicial Staff Officer
Administrative Division

Management Information System Division

Position: **Computer Maintenance Technologist II - Casual**
Salary Grade : **15** Monthly Salary : **PHP 36,619.00**

Duties and Responsibilities:

- Under the general supervision, performs preventive maintenance basic testing, and corrective maintenance on computer peripherals and computer networks;
- Troubleshooting; LAN/WAN configuration, including IP routing & switching;
- Assist in the creation of maintenance of technical documentation, including network mapping and inventories of hardware and software components;
- Ensure that system, procedures and standards are strictly implemented in its daily operation including incidence, troubleshooting alerts, daily logs and escalation; and,
- Performs other tasks as may be assigned.

Qualification Standards

Education : Bachelor's Degree relevant to the job
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : CS Professional or Second Level Eligibility

Supply Section, Administrative Division

Position: **Mechanic I - Casual**
Salary Grade : **4** Monthly Salary : **PHP 15,586.00**

Duties and Responsibilities:

- Under general supervision, supervises and participates in the check-up of all vehicles of the Court to determine their road worthiness and performs necessary repair works on such vehicles;
- Personally conducts the canvass of all spare parts that may be necessary in the repair of the vehicles of the Court.

Qualification Standards

Education : High School Graduate or completion of relevant
Training : None required
Experience : None required
Eligibility : CSC MC 11, s. 1996, as amended (Cat. II)