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:

EXCEL FORMAL

CIVIL SERIVICE COMMISSION-NCH

MANIL A FIELD OFFICE

D - 3 - 23

BY:

EFREN N DE LA CRUZ

Acting Presiding Justice

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

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Administrative Assistant II - (Clerk IV)	SBB-ADAS2-3-2022	8	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional or First Level Eligibility		Supply Section, Administrative Division
2	Clerk III	SBB-CK3-16-1998	6	17,553.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional or First Level Eligibility		Personnel 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 August 18, 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.

Note: Interested applicants shall be required to disclose their relatives in the Sandiganbayan.

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/tzzsovngKEzgwbj78

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Supply Section, Administrative Division

Position: Administrative Assistant II - (Clerk IV)

Salary Grade: 8 Monthly Salary: PHP 19,744.00

Duties and Responsibilities:

- '• Under general supervision, renders clerical assistance to the Property and Supply Section:
- Assist the Supply Officer III in monitoring the Annual Procurement Plan (APP);
- Determine all the purchase requests if included in the APP;
- Prepares and checks the attachment of vouchers of the supplier/s.
- Prepares and submits annual reports (ex: Procurement Monitoring Report) pertaining to supplies; and
- Does other assigned works from time to time as the need arises.

Qualification Standards

Education: Completion of two years studies in college

Training: 4 hours of relevant training Experience: 1 year of relevant experience

Eligibility: CS Subprofessional or First Level Eligibility

Personnel Section, Administrative Division

Position: Clerk III

Salary Grade: 6 Monthly Salary: PHP 17,553.00

Duties and Responsibilities:

- Under general supervision, renders general clerical in the Personnel Section; records computations of leave credits of officials and employees;
- Makes a summary of personnel's attendance, absences, tardiness and undertimes;
- Prepares routinary correspondence, certifications, indorsements, memoranda and types the same for review of her immediate supervisor; and
- Does other related tasks as direct.

Qualification Standards

Education : Completion of two years studies in college

Training: None Required Experience: None Required

Eligibility: CS Subprofessional or First Level Eligibility

REPUBLIC OF THE PHILIPPINES

Sandiganbayan ouezon 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	Administrative Assistant II -	8	
Division	(Clerk IV)		
Personnel Section,	Clerk III	6	
Administrative Division	Clerk III		

The deadline of submission to the Personnel Section shall not be later than August 18, 2023.

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

Quezon City, August 2, 2023.

RITCHELLE M. DESINGAÑO-YRAÑELA

Chief Judicial Staff Officer
Administrative Division