

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

CIVIL SERVICE COMMISSION - NCR
MANILA FIELD OFFICE
RECEIVED
10-9-23
BY: *[Signature]*

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:

[Signature]
AMPARO M. CABOTAJE-TANG
Presiding Justice

09 OCT 2023

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	COURT STENOGRAPHER IV	SBB-CSTG4-16-1998	14	33,843.00	Completion of two years studies in college	16 hours of relevant training	3 years of relevant experience	CS Subprofessional or First Level Eligibility		Stenographers' Pool
2	COURT STENOGRAPHER IV	SBB-CSTG4-20-1998	14	33,843.00	Completion of two years studies in college	16 hours of relevant training	3 years of relevant experience	CS Subprofessional or First Level Eligibility		Stenographers' Pool
3	COURT STENOGRAPHER IV	SBB-CSTG4-27-1998	14	33,843.00	Completion of two years studies in college	16 hours of relevant training	3 years of relevant experience	CS Subprofessional or First Level Eligibility		Stenographers' Pool
4	COURT STENOGRAPHER IV	SBB-CSTG4-31-1998	14	33,843.00	Completion of two years studies in college	16 hours of relevant training	3 years of relevant experience	CS Subprofessional or First Level Eligibility		Stenographers' Pool

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 October 27, 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/tzsovnngKEzgwj78>



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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
Stenonographers' Pool	COURT STENOGRAPHER IV	14
Stenonographers' Pool	COURT STENOGRAPHER IV	14
Stenonographers' Pool	COURT STENOGRAPHER IV	14
Stenonographers' Pool	COURT STENOGRAPHER IV	14

The deadline of submission to the Personnel Section shall not be later than October 27, 2023.

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

Quezon City, October 6, 2023.


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

Stenographers' Pool

Position: **COURT STENOGRAPHER IV**
Salary Grade : **14** Monthly Salary : **PHP 33,843.00**

Duties and Responsibilities:

- Under general supervision, records court proceedings and transcribes notes as directed by the Rules of Court; take down and transcribes in final form dictations of the Justices;
- Attends court sessions and pre-trial conferences of the Division where he/she is assigned and takes down in stenographic notes all the proceeding that transpire therein; and
- Does other related work as directed by superiors.

Qualification Standards

Education : Completion of two years studies in college
Training : 16 hours of relevant training
Experience : 3 years of relevant experience
Eligibility : CS Subprofessional or First Level Eligibility