

Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION
MANILA FIELD OFFICE
Excel format

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9-11-23
BY: _____

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
11 SEP 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	Statistician III	SBB-STAT3-1-1998	18	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional or Second Level Eligibility		Judicial Records Division
2	Records Officer II	SBB-RO2-2-1998	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Professional or Second Level Eligibility		Judicial Records 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 September 25, 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/tzzsovngKEzgwj78>



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
Judicial Records Division	Statistician III	18
Judicial Records Division	Records Officer II	14

The deadline of submission to the Personnel Section shall not be later than September 25, 2023.

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

Quezon City, September 6, 2023.


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

Judicial Records Division

Position: **Statistician III**
Salary Grade : **18** Monthly Salary : **PHP 46,725.00**

Duties and Responsibilities:

Under general supervision, evaluates and supervises all activities in the Statistics Section;
Sets up, maintains, updates and improves information system on all cases filed, tried and decided by the Sandiganbayan;
Gathers, organizes and analyzes data on all the aforementioned cases; prepares regular reports based on the above data;
Prepares or causes preparation of communication and reports on statistics of causes required by the Clerk of court;
Assists in the preparation of the draft of the Annual report; supervises the updating of individual index cards of all accused and the status of cases filed for encoding to the database files;
Prepares report of cases elevated to the Supreme Court;
Implements and carries out instructions of his Division Chief; perform other related duties.

Qualification Standards

Education : Bachelor's Degree relevant to the job
Training : 8 hours of relevant training
Experience : 2 years of relevant experience
Eligibility : CS Professional or Second Level Eligibility

Judicial Records Division

Position: **Records Officer II**
Salary Grade : 14 Monthly Salary : PHP 33,843.00

Duties and Responsibilities:

Under general supervision, assists his superior in coordinating activities in the Docket section;

Receives motions and pleadings filed by the accused and its counsel;

Assists her immediate superior in setting-up, maintaining, updating and improving information system on all cases filed, tried and decided by the Sandiganbayan;

Causes the preparation of reports and correspondence required in the docket section;

Answers queries regarding status of cases filed with the Court and other regular courts;

Checks and reviews page sequencing, stamps page number thereon; handles records for safekeeping;

Receives all cases from the Special Prosecutor filed in the court; causes the preparation of Appealed records and Special Civil Actions coming from the lower courts;

Distributes all documents received personally and by mail and sent it to the respective divisions;

Records court resolutions, decisions and orders in the index cards;

Prepares necessary documents for the cases remanded to the Supreme Court and lower courts; and performs other related duties as may be assigned from time to time.

Qualification Standards

Education : Bachelor's degree

Training : 4 hours of relevant training

Experience : 1 year of relevant experience

Eligibility : CS Professional or Second Level Eligibility