


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	Judicial Staff Officer IV (Psychologist) - Casual	N/A	19	51,357.00	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Professional or Second Level Eligibility	Preferably a PRC-registered Psychologist with at least two (2) years' experience in phone counseling and sixteen (16) hours of relevant training within the last two (2) years.	Medical 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 11, 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](http://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/tzzsovnvngKEzgwbi78>



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

REPUBLIC OF THE PHILIPPINES

**Sandiganbayan**

QUEZON CITY

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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
Medical Section, Administrative Division	Judicial Staff Officer IV (Psychologist) - Casual	19

The deadline of submission to the Personnel Section shall not be later than August 11, 2023.

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

Quezon City, July 13, 2023.

**RITCHELLE M. DESINGAÑO-YRAÑELA**

Chief Judicial Staff Officer

Administrative Division

## Medical Section, Administrative Division

Position: **Judicial Staff Officer IV (Psychologist) - Casual**  
Salary Grade : **19** Monthly Salary : **PHP 51,357.00**

### Duties and Responsibilities:

- Provides psychological consultations to all Sandiganbayan Justices, Officials and employees, including all hired through contract of service.
- Provides crisis intervention in situations requiring immediate psychological treatment.
- Diagnoses or evaluates mental and emotional disorders of all Sandiganbayan Justices, Officials and employees, including all hired through contract of service and administers programs of treatment.
- Execute preventive actions to all Sandiganbayan personnel exhibiting psychological disorders to effectively promote optimum care and improve individual's overall well-being utilizing various psychological techniques; selects appropriate treatment approach and plans frequency, intensity, and duration of individual therapy.
- Assesses employee's progress and modifies treatment programs; accordingly, communicates with and counsels' family members as appropriate.
- Documents therapy in accordance with policies and procedures regarding medical records; implements and adheres to policies which ensure patient confidentiality.
- Participates in educational programs, in-service meetings, clinician meetings, and workshops to enhance professional development and maintain currency of methodology and techniques.
- Interviews prospected employees / applicants prior to hiring. Observes, administers, and interprets intelligence, personality, or other psychological tests and interprets to diagnose disorders, and refer to other mental health professionals when need arises.
- May develop and implement clinical research programs.
- Performs other tasks as may be assigned.

### Qualification Standards

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