

Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions

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CIVIL SERVICE COMMISSION
Electronic copy to be submitted to the CSC FO must be in MS Excel format

MANILA FIELD OFFICE
RECEIVED
7-26-23
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]
EFREN N. DE LA CRUZ
Acting Presiding Justice

JUL 26 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 | SUPPLY OFFICER III | SBB-SUO3-1-1998 | 18 | 46,725.00 | Bachelor's Degree | 8 hours of relevant training | 2 years of relevant experience | CS Professional or Second Level Eligibility | | 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 August 14, 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.

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 |
|--|--------------------|--------------|
| SUPPLY SECTION, ADMINISTRATIVE DIVISION | SUPPLY OFFICER III | 18 |

The deadline of submission to the Personnel Section shall not be later than August 14, 2023.

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

Quezon City, July 25, 2023.


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

SUPPLY SECTION, ADMINISTRATIVE DIVISION

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

Duties and Responsibilities:

- Under general supervision, supervises the work of technical and clerical personnel engaged in the receipts, control and issuance of supplies;
- Makes decisions involving problems of purchasing; reviews, approves and submits monthly reports for supplies issued;
- Checks contract papers and proposals;
- Makes recommendations in determining the kind and quality of supplies, equipment and materials or books needed, availability to stock and needs for such materials;
- Interprets objectives and review results in accordance with statutory provisions and office policies;
- Prepares and submits annual reports pertaining to supplies;
- Does other assigned works from time to time as the needs arise.

Qualification Standards

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