

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

File Copy

CIVIL SERVICE COMMISSION-NCR  
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	Accounting Clerk II	SBB-AC2-1-1998	6	17,553.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional or First Level Eligibility		Accounting Section, Budget and Finance 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](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/tzsovngKEzgwbj78>



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

# Sandiganbayan

QUEZON CITY

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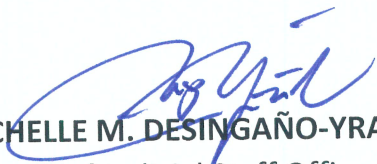
Pursuant to the provisions of RA 7041, as implemented by the Civil Service Commission through its Memorandum Circular No. 27 dated July 2, 1991 and Memorandum Circular No. 03,s.2001, NOTICE is hereby given that vacant positions in the SANDIGANBAYAN have been authorized to be filled by the Honorable Presiding Justice, to wit:

PLACE OF ASSIGNMENT	POSITION TITLE	SALARY GRADE
Accounting Section, Budget and Finance Division	Accounting Clerk II	6

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

## Accounting Section, Budget and Finance Division

Position: **Accounting Clerk II**  
Salary Grade : **6** Monthly Salary : **PHP 17,553.00**

### Duties and Responsibilities:

- Under immediate supervision, takes responsibility for numbering of journal vouchers;
- Prepares the issuance of treasury warrants and statement of remittances; performs all the clerical works;
- Summarizes JAO;
- Prepares statement of remittances; and performs other related tasks as may be assigned from time to time.

### Qualification Standards

Education : Completion of two years studies in college  
Training : None Required  
Experience : None Required  
Eligibility : CS Subprofessional or First Level Eligibility