

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

FEB 01 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	Financial Analyst I (Contract of Service)	N/A		32,400.00	Bachelor degree relevant to the job	None	None	None		Accounting Section, Budget and Finance Division
2	Clerk III (Contract of Service)	N/A		21,063.60	Completion of two years studies in college	None	None	None		Finance Section, Budget and Finance Division
3	Clerk III (Contract of Service)	N/A		21,063.60	Completion of two years studies in college	None	None	None		Budget 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 February 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.

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.

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
Accounting Section, Budget and Finance Division	Financial Analyst I (Contract of Service)	32,400.00
Finance Section, Budget and Finance Division	Clerk III (Contract of Service)	21,063.60
Budget Section, Budget and Finance Division	Clerk III (Contract of Service)	21,063.60

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

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

Quezon City, January 30, 2023.



RITCHELLE M. DESINGAÑO-YRAÑELA

Chief Judicial Staff Officer
Administrative Division

Accounting Section, Budget and Finance Division

Position: **Financial Analyst I (Contract of Service)**
Salary Grade : 11 Monthly Salary : PHP 32,400.00

Duties and Responsibilities:

- Assistance on the on-going reconciliation/verification of the subsidiary ledger for the bonds from Year 1981 to present;
- Assistance on the on-going reconciliation of deduction and remittances to GSIS, Philhealth and HDMF;
- Assistance in the reconciliation of the entitlements and deduction of all Court personnel upon the implementation of HR & Payroll System;
- Assistance during the implementation of the eNGAS and eBudget System. Initial data build up requires encoding/importation of high-volume information to the system.
- Performs other related duties that may be assigned from time to time.

Qualification Standards

Education : Bachelor degree relevant to the job
Training : None
Experience : None
Eligibility : None

Finance Section, Budget and Finance Division

Position: **Clerk III (Contract of Service)**
Salary Grade : 6 Monthly Salary : PHP 21,063.60

Duties and Responsibilities:

- Assistance in the Data Build up during the transition for the Foxpro Payroll to the new HR & Payroll System and monitoring/reconciliation thereof of Salary Cards with the Payrolls generated;
- Performs other related duties that may be assigned from time to time.

Qualification Standards

Education : Completion of two years studies in college
Training : None
Experience : None
Eligibility : None

Budget Section, Budget and Finance Division

Position: **Clerk III (Contract of Service)**
Salary Grade : 6 Monthly Salary : PHP 21,063.60

Duties and Responsibilities:

- Encoding/Updating of Registry of Budget, Utilization and Disbursement (RBUD) from Year 2019 – present;
- Assistance during the implementation of the e Budget System. Initial data build up requires encoding/importation of high volume information to the system;
- Performs other related duties that may be assigned from time to time.

Qualification Standards

Education : Completion of two years studies in college
Training : None
Experience : None
Eligibility : None