

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:

CIVIL SERVICE COMMISSION
MANILA FIELD OFFICE
ELECTRONIC COPY TO BE SUBMITTED TO THE CSC FO MUST BE IN MS EXCEL FORMAT

RECEIVED
20-23
FY.

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	Clerk IV	SBB-CK4-23-2018	8	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional or First Level Eligibility		ADMINISTRATIVE DIVISION, PERSONNEL SECTION
2	UTILITY WORKER II	SBB-UTW2-49-1998	3	14,678.00	Must be able to read or write	None Required	None Required	(MC 11,s. 96 - Cat. III)		ADMINISTRATIVE DIVISION, GENERAL SERVICES

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 15, 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/tzzsovngkEzgwbi78>



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
ADMINISTRATIVE DIVISION, PERSONNEL SECTION	Clerk IV	8
ADMINISTRATIVE DIVISIONI, GENERAL SERVICES	UTILITY WORKER II	3

The deadline of submission to the Personnel Section shall not be later than February 15, 2023.

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

Quezon City, January 31, 2023.


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

ADMINISTRATIVE DIVISION, PERSONNEL SECTION

Position: **Clerk IV**
Salary Grade : **8** Monthly Salary : **PHP 19,744.00**

Duties and Responsibilities:

- Under general supervision, renders general clerical tasks in the Personnel Section;
- Make a summary of personnel's record for incentive or award entitlement pursuant to PRAISE and other relevant issuances;
- Prepares voucher for those entitled to awards, incentives and other related benefits; check/receives all supporting documents attached to the vouchers;
- Serves as facilitator or assists in the conduct of training seminars, orientation, briefing and workshops sponsored by Sandiganbayan wether conducted within or outside the Court's Premises;
- Prepares routinary correspondence, certification, office orders indorsements, memoranda and types the same for review of her/his immediate supervisor;
- Serves as liaison officer to GSIS and other government agencies;
- Does related task as directed.

Qualification Standards

Education : Completion of two years studies in college
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : CS Subprofessional or First Level Eligibility

ADMINISTRATIVE DIVISIONI, GENERAL SERVICES

Position: **UTILITY WORKER II**
Salary Grade : **3** Monthly Salary : **PHP 14,678.00**

Duties and Responsibilities:

- Under immediate supervision, generally performs physical and unskilled jobs including maintenance and general manual tasks;
- Does messengerial, simple carpentry and electrical works;
- Draws requisitions of supplies and materials; may double as driver when required;
- May operate simple mimeo and other reproduction processes;
- Performs all other functions of a general all around handyman;
- Does other related tasks as may be assigned from time to time.

Qualification Standards

Education : Must be able to read or write
Training : None Required
Experience : None Required
Eligibility : (MC 11,s. 96 - Cat. III)