

Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION-NCR

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2-6-23

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	Administrative Assistant II (Clerk IV)	SBB-ADAS-Z-1-2022	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		Budget and Finance Division
2	Administrative Assistant II (Clerk IV)	SBB-ADAS-Z-2-2022	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		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 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
Budget and Finance Division	Administrative Assistant II - (Clerk IV)	8
Supply Section, Administrative Division	Administrative Assistant II - (Clerk IV)	8

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

Budget and Finance Division

Position: **Administrative Assistant II - (Clerk IV)**
Salary Grade : **8** Monthly Salary : **PHP 19,744.00**

Duties and Responsibilities:

- Under general supervision, prepares and remits monthly premium and loan payroll deduction to GSIS through the Electronic Billing and Collection System (EBCS),
- Prepares and remits monthly premium contribution to Philhealth through the Electronic Premium Remittance System (EPRS) and Landbank Electronic-Modified Disbursement System
- Prepares and remits monthly premium and loan payroll deduction to Pag-IBIG, NHMFC and Sandiganbayan Cooperative;
- Prepares the Schedule of GSIS, BIR, Philhealth and Pag-IBIG deductions and remittances
- Prepares and updates the Subsidiary Ledger for Cash and Travel Bond; and performs other related duties as may be required from time to time.

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

Supply Section, Administrative Division

Position: **Administrative Assistant II - (Clerk IV)**
Salary Grade : **8** Monthly Salary : **PHP 19,744.00**

Duties and Responsibilities:

- Under general supervision, renders clerical assistance to the Property and Supply Section;
- Assist the Supply Officer III in monitoring the Annual Procurement Plan (APP);
- Determine all the purchase requests if included in the APP;
- Prepares and checks the attachment of vouchers of the supplier/s.
- Prepares and submits annual reports (ex: Procurement Monitoring Report) pertaining to supplies; and
- Does other assigned works from time to time as the need arises.

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