

Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions

SANDIGANBAYAN
FILE COPY
PERSONNEL SECTION

CIVIL SERVICE COMMISSION-NCR
Electronic copy to be submitted to the CSC FO must be in MS
MANILA FIELD OFFICE

RECEIVED
DEC 07 2023

BY: 
RODEL B. MATIAS
HR&E


AMPARO M. CABOTAJE-TANG
Presiding Justice

07 DEC 2023

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:

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 II	SBB-CK2-3-1998	4	15,586.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional or First Level Eligibility		MEDICAL 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 December 21, 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
<https://forms.gle/tzzsovngKEzgwbj78>
or Simply Scan QR Code



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
MEDICAL SECTION, ADMINISTRATIVE DIVISION	CLERK II	4

The deadline of submission to the Personnel Section shall not be later than December 21, 2023.

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

Quezon City, December 6, 2023.



RITCHELLE M. DESINGAÑO-YRAÑELA

✓ Chief Judicial Staff Officer
Administrative Division

MEDICAL SECTION, ADMINISTRATIVE DIVISION

Position: **CLERK II**

Salary Grade : **4**

Monthly Salary : **PHP 15,586.00**

Duties and Responsibilities:

- Under general supervision, renders clerical assistance in the medical office;
- Types reports of the medical office and does 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