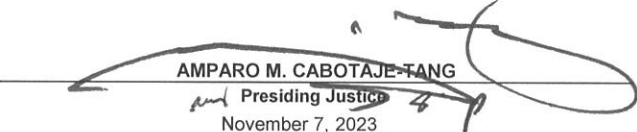


Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions

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
November 7, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary/ Daily Wage	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Clerk III (Contract of Service)	N/A	6	17,553.00 / 797.86 per day	Completion of two years studies in college	None	None	None		Supply Section, Administrative Division
2	Clerk III (Contract of Service)	N/A	6	17,553.00 / 797.86 per day	Completion of two years studies in college	None	None	None		Supply Section, Administrative Division
3	Clerk III (Contract of Service)	N/A	6	17,553.00 / 797.86 per day	Completion of two years studies in college	None	None	None		Supply Section, Administrative Division
4	Clerk III (Contract of Service)	N/A	6	17,553.00 / 797.86 per day	Completion of two years studies in college	None	None	None		Cashier Section, Administrative Division
5	Clerk III (Contract of Service)	N/A	6	17,553.00 / 797.86 per day	Completion of two years studies in college	None	None	None		Cashier 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 November 22, 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 link below:

Hon. AMPARO M. CABOTAJE-TANG
Presiding Justice
Sandiganbayan
<https://forms.gle/tzzsovngKEzgwj78>
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	Monthly Salary/ Daily Wage
Supply Section, Administrative Division	Three (3) Clerk III (Contract of Service)	17,553.00 / 797.86 per day
Cashier Section, Administrative Division	Two (2) Clerk III (Contract of Service)	17,553.00 / 797.86 per day

The deadline of submission to the Personnel Section shall not be later than November 22, 2023.

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

Quezon City, November 7, 2023.


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

Supply Section, Administrative Division

Position: **Clerk III (Contract of Service)**
Salary Grade : 6 Monthly Salary/DailyWage : 17,553.00 /797.86 per day

Duties and Responsibilities:

- Under general supervision, renders clerical assistance to his/her superiors in the Supply Section;
- Prepares routine office correspondence;
- Types vouchers and reports of the Supply Section;
- Processes, inspection, and acceptance reports, waste material reports, and other pertinent reports or forms to be accomplished;
- Conducts actual inventory and validation of documents related to inventory
- Does other related tasks as may be assigned from time to time.

Qualification Standards

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

Cashier Section, Administrative Division

Position: **Clerk III (Contract of Service)**
Salary Grade : 6 Monthly Salary/DailyWage : 17,553.00 /797.86 per day

Duties and Responsibilities:

- Monitoring of online transactions
- Digitization of work processes (E-MDS, WeAccess et.);
- Preparation of Financial Data Entry System for Landbank;
- Reporting/Stamping of paid vouchers;
- Encoding/Stamping of official receipts;
- Preparation and sorting of Payslips;
- Filing and maintenance of official records;
- Does other related tasks as may be assigned from time to time.

Qualification Standards

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