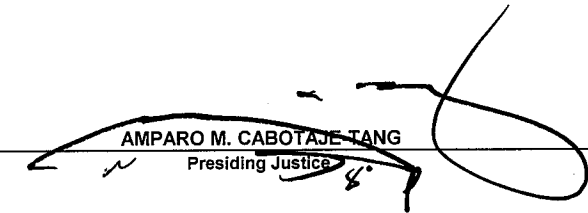


Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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 | Driver II (Contractual) | None | 4 | 15,586.00 | Elementary School Graduate | None Required | None Required | Professional Driver's License (MC 11, s. 96, as amended - Cat. IV) | <ul style="list-style-type: none"> • Knowledgeable in safety regulations and traffic laws, troubleshooting, and basic vehicle maintenance. • Good driving record, detail-oriented, good problem solving skills. • Strong sense of professionalism and good work ethics, team player, responsible and accountable. | PROCUREMENT MANAGEMENT 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 April 19, 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 to

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.

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 |
|---------------------------------|-------------------------|--------------|
| PROCUREMENT MANAGEMENT DIVISION | Driver II (Contractual) | 4 |

The deadline of submission to the Personnel Section shall not be later than April 19, 2023.

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

Quezon City, March 20, 2023.


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

PROCUREMENT MANAGEMENT DIVISION

Position: **Driver II (Contractual)**
Salary Grade : 4 Monthly Salary : **PHP** 15,586.00

Duties and Responsibilities:

- Under general supervision, operates automotive equipment in transporting personnel and materials of the office;
- Maintains the cleanliness of the vehicles;
- Submits reports on fuel and oil consumption and distance traveled; participates in minor technical repairs and maintains equipment of vehicles; submit properly accomplished trip tickets; and
- Performs other related duties as may be assigned by supervisors.

Qualification Standards

Education : Elementary School Graduate
Training : None Required
Experience : None Required
Eligibility : Professional Driver's License (MC 11, s. 96, as amended - Cat. IV)