

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

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	Civil Engineer (Contract of Service)	N/A	22	85,813.20	Bachelor's Degree in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience in construction management and implementation	RA 1080		Engineering Section, Administrative Division
2	Structural Engineer (Contract of Service)	N/A	22	85,813.20	Bachelor's Degree in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience in construction management and implementation	RA 1080		Engineering Section, Administrative Division
3	Electrical Engineer (Contract of Service)	N/A	22	85,813.20	Bachelor's Degree in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience in construction management and implementation	RA 1080		Engineering Section, Administrative Division
4	Architect (Contract of Service)	N/A	22	85,813.20	Bachelor's Degree in Architecture	16 hours of relevant training	3 years of relevant experience in construction architectural design and implementation	RA 1080		Engineering 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 April 6, 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/tzsovnngKEzgwbi78>



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
Engineering Section, Administrative Division	One (1) Civil Engineer (Contract of Service)	22
Engineering Section, Administrative Division	One (1) Structural Engineer (Contract of Service)	22
Engineering Section, Administrative Division	One (1) Electrical Engineer (Contract of Service)	22
Engineering Section, Administrative Division	One (1) Architect (Contract of Service)	22

The deadline of submission to the Personnel Section shall not be later than April 6, 2023.

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

Quezon City, March 22, 2023.


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

Engineering Section, Administrative Division

Position: **Civil Engineer (Contract of Service)**
Salary Grade : 22 Monthly Salary : PHP 85,813.20

Duties and Responsibilities:

- Under general supervision, analyzes and evaluates policies, guidelines, plans, programs and procedures and recommends necessary adjustments to promote the application of best engineering practices in relation to building service equipment operation;
- Monitors and updates project calendar and milestones;
- Prepares and reviews progress/status reports;
- Reviews and monitors all civil, structural, and electrical works, plans, designs, and specifications and formulate recommendation to the Senior Engineers of the Sandiganbayan;
- Inspects projects in the field to assure quality of work in accordance with plans, specifications, and contract provisions;
- Analyzes all maintenance costs and establishes graphic relationships of direct/indirect and general maintenance costs;
- Recommends or take remedial measures to resolve problem areas, issues, and concerns in the implementation of the assigned project;
- Recommends revision or alterations of existing facilities;
- Conducts site visits, consultations, or attend meetings with any relevant agency, institution or party, or to attend to any matter, whether within or outside of Metro Manila, as may be required by the Sandiganbayan or as may be necessary in the discharge of his/her duties under the contract;
- Monitors and keeps updated on the latest advancements in civil/structural/electrical technology and recommends safety plans, policies, and programs based on these developments; and
- Performs other duties as may be assigned from time to time.

Qualification Standards

Education : Bachelor's Degree in Engineering relevant to the job
Training : 16 hours of relevant training
Experience : 3 years of relevant experience in construction management and implementation
Eligibility : RA 1080

Engineering Section, Administrative Division

Position: **Structural Engineer (Contract of Service)**
Salary Grade : **22** Monthly Salary : **PHP 85,813.20**

Duties and Responsibilities:

- Under general supervision, analyzes and evaluates policies, guidelines, plans, programs and procedures and recommends necessary adjustments to promote the application of best engineering practices in relation to building service equipment operation;
- Monitors and updates project calendar and milestones;
- Prepares and reviews progress/status reports;
- Reviews and monitors all civil, structural, and electrical works, plans, designs, and specifications and formulate recommendation to the Senior Engineers of the Sandiganbayan;
- Inspects projects in the field to assure quality of work in accordance with plans, specifications, and contract provisions;
- Analyzes all maintenance costs and establishes graphic relationships of direct/indirect and general maintenance costs;
- Recommends or take remedial measures to resolve problem areas, issues, and concerns in the implementation of the assigned project;
- Recommends revision or alterations of existing facilities;
- Conducts site visits, consultations, or attend meetings with any relevant agency, institution or party, or to attend to any matter, whether within or outside of Metro Manila, as may be required by the Sandiganbayan or as may be necessary in the discharge of his/her duties under the contract;
- Monitors and keeps updated on the latest advancements in civil/structural/electrical technology and recommends safety plans, policies, and programs based on these developments; and
- Performs other duties as may be assigned from time to time.

Qualification Standards

Education : Bachelor's Degree in Engineering relevant to the job
Training : 16 hours of relevant training
Experience : 3 years of relevant experience in construction management and implementation
Eligibility : RA 1080

Engineering Section,Administrative Division

Position: **Electrical Engineer (Contract of Service)**
Salary Grade : **22** Monthly Salary : **PHP 85,813.20**

Duties and Responsibilities:

- Under general supervision, analyzes and evaluates policies, guidelines, plans, programs and procedures and recommends necessary adjustments to promote the application of best engineering practices in relation to building service equipment operation;
- Monitors and updates project calendar and milestones;
- Prepares and reviews progress/status reports;
- Reviews and monitors all civil, structural, and electrical works, plans, designs, and specifications and formulate recommendation to the Senior Engineers of the Sandiganbayan;
- Inspects projects in the field to assure quality of work in accordance with plans, specifications, and contract provisions;
- Analyzes all maintenance costs and establishes graphic relationships of direct/indirect and general maintenance costs;
- Recommends or take remedial measures to resolve problem areas, issues, and concerns in the implementation of the assigned project;
- Recommends revision or alterations of existing facilities;
- Conducts site visits, consultations, or attend meetings with any relevant agency, institution or party, or to attend to any matter, whether within or outside of Metro Manila, as may be required by the Sandiganbayan or as may be necessary in the discharge of his/her duties under the contract;
- Monitors and keeps updated on the latest advancements in civil/structural/electrical technology and recommends safety plans, policies, and programs based on these developments; and
- Performs other duties as may be assigned from time to time.

Qualification Standards

Education : Bachelor's Degree in Engineering relevant to the job
Training : 16 hours of relevant training
Experience : 3 years of relevant experience in construction management and implementation
Eligibility : RA 1080

Engineering Section,Administrative Division

Position: **Architect (Contract of Service)**
Salary Grade : 22 Monthly Salary : PHP 85,813.20

Duties and Responsibilities:

- Assists in the planning and design of all aspects of the project;
- Provides guidance and/or coordinates with the Engineering Section relative to the architectural designs and specifications of the infrastructure projects of the Court;
- Reviews the plans, designs, and specifications of the project to ensure that the same are functional, safe, sustainable, and aesthetically-pleasing;
- Ensures that project implementation meets required designs, specifications, and timelines;
- Conducts site visits, consultations, or attends meetings with any relevant agency, institution or party, or to attend to any matter, whether within or outside of Metro Manila, as may be required by this Court or as may be necessary in the discharge of his/her duties under the contract; and
- Performs other duties that may be deemed required.

Qualification Standards

Education : Bachelor's Degree in Architecture
Training : 16 hours of relevant training
Experience : 3 years of relevant experience in construction architectural design and implementation
Eligibility : RA 1080