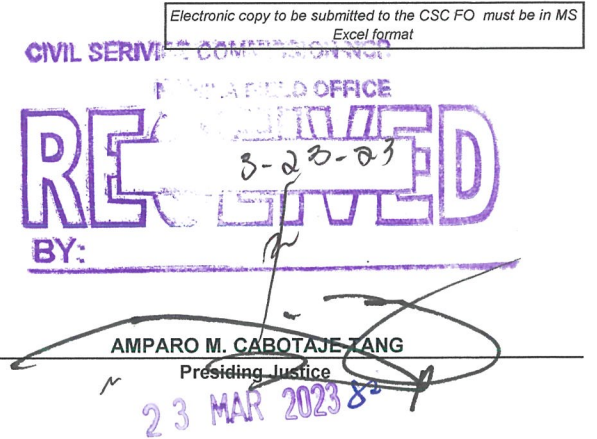


Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions

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:



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	INTERNAL AUDITOR II	SBB-IAUD2-4-2004	15	36,619.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional or Second Level Eligibility		INTERNAL AUDIT SERVICE
2	BOOKKEEPER	SBB-BKP-2-1998	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

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 5, 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.

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
INTERNAL AUDIT SERVICE	INTERNAL AUDITOR II	15
BUDGET AND FINANCE DIVISION	BOOKKEEPER	8

The deadline of submission to the Personnel Section shall not be later than April 5, 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

INTERNAL AUDIT SERVICE

Position: **INTERNAL AUDITOR II**
Salary Grade : 15 Monthly Salary : PHP 36,619.00

Duties and Responsibilities:

- Under general supervision, drafts audit plans for review of immediate supervisor;
- Discusses internal audit scope and objectives with affected agency personnel prior to conduct of audit;
- Performs difficult financial and/or operations auditing work;
- Drafts report on the results of the audit completed;
- Discusses audit results with auditee/s before the draft of the report is finalized;
- Makes appropriate recommendations based on the results of the audit;
- Follows-up actions to determine if audit recommendations have been carried out or not and to inquire for the reasons for non-implementation; and
- Does related work

Qualification Standards

Education : Bachelor's Degree relevant to the job
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : CS Professional or Second Level Eligibility

BUDGET AND FINANCE DIVISION

Position: **BOOKKEEPER**
Salary Grade : 8 Monthly Salary : PHP 19,744.00

Duties and Responsibilities:

- Under general supervision, records the issuance of treasury warrants in JWI;
- Prepares the entry for the cancellation and/or disbursement of collecting and/or disbursing officer in the particular journal;
- Summarizes and/or capitulates all entries in books he/she has access to;
- Prepares the statement of treasury warrants issued as required by the Bureau of Treasury;
- Posts to Section C of ROA the payment of particular obligation incurred and determines the open ROA's; 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