

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:

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

RECEIVED
8-23-23
BY: [Signature]

AMPARO M. CABOTAJE-TANG
Presiding Justice
23 MAR 2023

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	Attorney V (Chief Judicial Staff Officer)	SBB-ATY5-2-2022	25	102,690.00	Bachelor's Degree	32 hours of relevant training	5 years of relevant experience	CS Professional or Second Level Eligibility	<ul style="list-style-type: none">• Preferably, a lawyer with relevant experience and training on government procurement.• Knowledge: Familiarity with R.A. No. 9184, its 2016 Revised Implementing Rules and Regulations and other procurement-related issuances.• Skills: Analytical skills, problem-solving and decision-making skills, good oral and written communication skills.• Behavior: Detail-oriented, meticulous, team player, strong sense of professionalism, good work ethics, puts premium on work excellence and quality of work, responsible and accountable.	PROCUREMENT MANAGEMENT DIVISION
2	Attorney IV (Supervising Judicial Staff Officer)	SBB-ATY4-3-2022	23	80,003.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional or Second Level Eligibility	<ul style="list-style-type: none">• Preferably, a lawyer or a JD or LLB graduate with relevant experience and training on government procurement.• Knowledge: Familiarity with R.A. No. 9184, its 2016 Revised Implementing Rules and Regulations and other procurement-related issuances.• Skills: Analytical skills, problem-solving and decision-making skills, good oral and written communication skills.• Behavior: detail-oriented, meticulous, team player, strong sense of professionalism, good work ethics, puts premium on work excellence and quality of work, responsible and accountable.	PROCUREMENT MANAGEMENT DIVISION

3	Administrative Officer III (Judicial Staff Officer III)	SBB-ADO3-3-2022	18	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional or Second Level Eligibility	<ul style="list-style-type: none"> • Preferably, with relevant experience and training on government procurement. • Skills: Analytical skills, problem-solving and decision-making skills, good oral and written communication skills, computer literacy, proficiency in different software applications particularly MS 365. • Behavior: detail-oriented, meticulous, team player, strong sense of professionalism, good work ethics, puts premium on work excellence and quality of work, responsible and accountable. 	BIDS AND AWARDS COMMITTEE SECRETARIAT, PROCUREMENT MANAGEMENT DIVISION
4	Administrative Officer III (Judicial Staff Officer III)	SBB-ADO3-4-2022	18	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional or Second Level Eligibility	<ul style="list-style-type: none"> • Preferably, with relevant experience and training on government procurement. • Skills: Analytical skills, problem-solving and decision-making skills, good oral and written communication skills, computer literacy, proficiency in different software applications particularly MS 365. • Behavior: detail-oriented, meticulous, team player, strong sense of professionalism, good work ethics, puts premium on work excellence and quality of work, responsible and accountable. 	BIDS AND AWARDS COMMITTEE SECRETARIAT, PROCUREMENT MANAGEMENT DIVISION
5	Administrative Officer III (Judicial Staff Officer III)	SBB-ADO3-6-2022	18	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional or Second Level Eligibility	<ul style="list-style-type: none"> • Preferably, with relevant experience and training on government procurement and/or contract drafting and management. • Skills: Analytical skills, problem-solving and decision-making skills, good oral and written communication skills. • Behavior: detail-oriented, meticulous, team player, strong sense of professionalism, good work ethics, puts premium on work excellence and quality of work, responsible and accountable. 	CONTRACT MANAGEMENT SECTION, PROCUREMENT MANAGEMENT DIVISION
6	Administrative Officer III (Judicial Staff Officer III)	SBB-ADO3-7-2022	18	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional or Second Level Eligibility	<ul style="list-style-type: none"> • Preferably, with relevant experience and training on government procurement and/or contract drafting and management. • Skills: Analytical skills, problem-solving and decision-making skills, good oral and written communication skills. • Behavior: detail-oriented, meticulous, team player, strong sense of professionalism, good work ethics, puts premium on work excellence and quality of work, responsible and accountable. 	CONTRACT MANAGEMENT SECTION, PROCUREMENT MANAGEMENT DIVISION

7	Administrative Officer III (Judicial Staff Officer III)	SBB-ADO3-8-2022	18	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional or Second Level Eligibility	<ul style="list-style-type: none"> • Preferably knowledgeable in project management, monitoring, and evaluation, and in information technology, particularly in the use of appropriate MS Office applications and software. • Skills: Analytical skills, problem-solving and decision-making skills, good oral and written communication skills, computer literacy, proficiency in different software applications particularly MS 365. • Behavior: detail-oriented, meticulous, team player, strong sense of professionalism, good work ethics, puts premium on work excellence and quality of work, responsible and accountable. 	PROCUREMENT PLANNING SECTION, PROCUREMENT MANAGEMENT DIVISION
8	Administrative Officer III (Judicial Staff Officer III)	SBB-ADO3-9-2022	18	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional or Second Level Eligibility	<ul style="list-style-type: none"> • Preferably knowledgeable in project management, monitoring, and evaluation, and in information technology, particularly in the use of appropriate MS Office applications and software. • Skills: Analytical skills, problem-solving and decision-making skills, good oral and written communication skills, computer literacy, proficiency in different software applications particularly MS 365. • Behavior: detail-oriented, meticulous, team player, strong sense of professionalism, good work ethics, puts premium on work excellence and quality of work, responsible and accountable. 	PROCUREMENT PLANNING SECTION, PROCUREMENT MANAGEMENT DIVISION
9	Administrative Officer I	SBB-ADO1-5-2022	11	27,000.00	Bachelor's Degree	None Required	None Required	CS Professional or Second Level Eligibility	<ul style="list-style-type: none"> • Preferably, with knowledge and experience in procurement-related processes, particularly in procurement canvassing and preparation of Abstracts of Canvass. • Skills: Analytical skills, problem-solving and decision-making skills, good oral and written communication skills. • Behavior: detail-oriented, meticulous, team player, strong sense of professionalism, good work ethics, puts premium on work excellence and quality of work, responsible and accountable. 	BIDS AND AWARDS COMMITTEE SECRETARIAT, PROCUREMENT MANAGEMENT DIVISION
10	Administrative Officer I	SBB-ADO1-6-2022	11	27,000.00	Bachelor's Degree	None Required	None Required	CS Professional or Second Level Eligibility	<ul style="list-style-type: none"> • Preferably, with knowledge and experience in procurement-related processes, particularly in procurement canvassing and preparation of Abstracts of Canvass. • Skills: Analytical skills, problem-solving and decision-making skills, good oral and written communication skills. • Behavior: detail-oriented, meticulous, team player, strong sense of professionalism, good work ethics, puts premium on work excellence and quality of work, responsible and accountable. 	BIDS AND AWARDS COMMITTEE SECRETARIAT, PROCUREMENT MANAGEMENT DIVISION

11	Administrative Officer I	SBB-ADO1-8-2022	11	27,000.00	Bachelor's Degree	None Required	None Required	CS Professional or Second Level Eligibility	<ul style="list-style-type: none"> • Preferably, with knowledge and experience in procurement-related processes, particularly in procurement canvassing and preparation of Abstracts of Canvass. • Skills: Analytical skills, problem-solving and decision-making skills, good oral and written communication skills, computer literacy, proficiency in different software applications particularly MS 365. • Behavior: detail-oriented, meticulous, team player, strong sense of professionalism, good work ethics, puts premium on work excellence and quality of work, responsible and accountable. 	BIDS AND AWARDS COMMITTEE SECRETARIAT, PROCUREMENT MANAGEMENT DIVISION
12	Administrative Aide VI (Clerk III)	SBB-ADA6-9-2022	6	17,553.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional or First Level Eligibility	<ul style="list-style-type: none"> • Preferably knowledgeable in records and/or office management. • Good oral and written communication skills, computer literacy, proficiency in different software applications particularly MS 365. • Organized, detail-oriented, meticulous, strong sense of professionalism and good work ethics. 	OFFICE OF THE CHIEF, PROCUREMENT MANAGEMENT DIVISION
13	Administrative Aide IV (Judicial Staff Employee II)	SBB-ADA4-12-2022	4	15,586.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96, as amended - Cat. III)	<ul style="list-style-type: none"> • Filing and records management skills. • Good oral and written communication skills. • Strong sense of professionalism and good work ethics. 	BIDS AND AWARDS COMMITTEE SECRETARIAT, PROCUREMENT MANAGEMENT DIVISION
14	Administrative Aide IV (Judicial Staff Employee II)	SBB-ADA4-13-2022	4	15,586.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96, as amended - Cat. III)	<ul style="list-style-type: none"> • Filing and records management skills. • Good oral and written communication skills. • Strong sense of professionalism and good work ethics. 	CONTRACT MANAGEMENT SECTION, PROCUREMENT MANAGEMENT DIVISION
15	Administrative Aide IV (Judicial Staff Employee II)	SBB-ADA4-14-2022	4	15,586.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96, as amended - Cat. III)	<ul style="list-style-type: none"> • Filing and records management skills. • Good oral and written communication skills. • Strong sense of professionalism and good work ethics. 	PROCUREMENT PLANNING SECTION, 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 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
PROCUREMENT MANAGEMENT DIVISION	One (1) Attorney V (Chief Judicial Staff Officer)	25
PROCUREMENT MANAGEMENT DIVISION	One (1) Attorney IV (Supervising Judicial Staff Officer)	23
BIDS AND AWARDS COMMITTEE SECRETARIAT, PROCUREMENT MANAGEMENT DIVISION	Two (2) Administrative Officer III (Judicial Staff Officer III)	18
CONTRACT MANAGEMENT SECTION, PROCUREMENT MANAGEMENT DIVISION	Two (2) Administrative Officer III (Judicial Staff Officer III)	18
PROCUREMENT PLANNING SECTION, PROCUREMENT MANAGEMENT DIVISION	Two (2) Administrative Officer III (Judicial Staff Officer III)	18
BIDS AND AWARDS COMMITTEE SECRETARIAT, PROCUREMENT MANAGEMENT DIVISION	Three (3) Administrative Officer I	11
OFFICE OF THE CHIEF, PROCUREMENT MANAGEMENT DIVISION	One (1) Administrative Aide VI (Clerk III)	6
BIDS AND AWARDS COMMITTEE SECRETARIAT, PROCUREMENT MANAGEMENT DIVISION	One (1) Administrative Aide IV (Judicial Staff Employee II)	4
CONTRACT MANAGEMENT SECTION, PROCUREMENT MANAGEMENT DIVISION	One (1) Administrative Aide IV (Judicial Staff Employee II)	4
PROCUREMENT PLANNING SECTION, PROCUREMENT MANAGEMENT DIVISION	One (1) Administrative Aide IV (Judicial Staff Employee II)	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. DESINGANO-YRAÑELA
Chief Judicial Staff Officer
Administrative Division

PROCUREMENT MANAGEMENT DIVISION

Position:	Attorney V (Chief Judicial Staff Officer)		
Salary Grade :	<u>25</u>	Monthly Salary :	<u>PHP 102,690.00</u>

Duties and Responsibilities:

- In-charge of monitoring all phases of the Court’s procurement process and in overseeing the Court’s procurement policies;
- Develops, promotes, and implements the guidelines, policies, and procedures regarding procurement planning and management, including knowledge management thereof;
- Ensures that procurement policies and procedures are being followed and done in a timely and efficient manner;
- Reviews and recommends appropriate procurement strategies and reforms;
- Monitors and keeps updated on various national and international developments and best practices in procurement laws and policies;
- Drafts memoranda/research and policy studies on legal and/or procurement-related matters submitted by the Justices and other officials of the Court and/or renders opinions on relevant matters referred by supervisor/s;
- Initiates programs and projects for continuous capacity development and professionalization of the PMD staff;
- Attends and observes bidding and other procurement-related activities;
- Reviews and finalizes contract agreements;
- Reviews and recommends approval of the Annual Procurement Plan and such other reportorial requirements under procurement laws;
- Prepares BAC resolutions, and reviews and finalizes BAC resolutions pertaining to alternative methods of procurement;
- Reviews the minutes of meetings of the BAC;
- Reviews work of staff;
- Coordinates and liaises with the Bids and Awards Committee, and other government agencies, on all procurement-related matters;
- Performs other duties and tasks which may be assigned.

Qualification Standards

Education :	Bachelor’s Degree
Training :	32 hours of relevant training
Experience :	5 years of relevant experience
Eligibility :	CS Professional or Second Level Eligibility

PROCUREMENT MANAGEMENT DIVISION

Position:	Attorney IV (Supervising Judicial Staff Officer)		
Salary Grade :	<u>23</u>	Monthly Salary :	<u>PHP 80,003.00</u>

Duties and Responsibilities:

- Assists the CJSO in the performance of her/his duties and responsibilities.
- Develops professional and educational activities to update the skills of the staff in the PMD;
- Monitors compliance with posting and reportorial requirements of all procurement-related activities and projects;
- Ensures that procurement policies and procedures are being followed and done in a timely and efficient manner;
- Assists the BAC Secretariat in the preparation of the minutes of meetings and resolutions of the BAC pertaining to alternative methods of procurement;
- Monitors and ensures compliance with existing laws of the modes of procurement used by the Court in its procurement projects;
- Conducts research for better quality products and better prices for the continuous improvement of service delivery;
- Recommends policies and strategies on efficient procurement methods;
- Monitors and prepares monthly summaries and/or case digests of Supreme Court decisions and/or decisions of other jurisdictions related to procurement;
- Performs other duties which may be assigned by immediate supervisor.

Qualification Standards

Education :	Bachelor's Degree relevant to the job
Training :	16 hours of relevant training
Experience :	3 years of relevant experience
Eligibility :	CS Professional or Second Level Eligibility

BIDS AND AWARDS COMMITTEE SECRETARIAT, PROCUREMENT MANAGEMENT DIVISION

Position: **Administrative Officer III (Judicial Staff Officer III)**
Salary Grade : 18 Monthly Salary : PHP 46,725.00

Duties and Responsibilities:

- Provides administrative support for all BAC activities;
- Organizes and makes all necessary arrangements for BAC meetings, trainings, conferences, and other activities of the PMD;
- Ensures timely dissemination of notices and advisories to all concerned parties;
- Prepares the minutes of meetings of the BAC;
- Prepares resolutions of the BAC pertaining to alternative methods of procurement;
- Notifies suppliers of the outcome of bids within the bounds of procurement confidentiality;
- Debriefs all suppliers on the outcome of the bidding process to facilitate better performance on future procurement;
- Prepares the Annual Procurement Plan (APP);
- Performs duties mandated under RA 9184 and its 2016 RIRR, amended
- Performs other duties that may be assigned by supervisors.

Qualification Standards

Education : Bachelor's Degree relevant to the job
Training : 8 hours of relevant training
Experience : 2 years of relevant experience
Eligibility : CS Professional or Second Level Eligibility

BIDS AND AWARDS COMMITTEE SECRETARIAT, PROCUREMENT MANAGEMENT DIVISION

Position: **Administrative Officer III (Judicial Staff Officer III)**
Salary Grade : 18 Monthly Salary : PHP 46,725.00

Duties and Responsibilities:

- Provides administrative support for all BAC activities;
- Organizes and makes all necessary arrangements for BAC meetings, trainings, conferences, and other activities of the PMD;
- Ensures timely dissemination of notices and advisories to all concerned parties;
- Prepares the minutes of meetings of the BAC;
- Prepares resolutions of the BAC pertaining to alternative methods of procurement;
- Notifies suppliers of the outcome of bids within the bounds of procurement confidentiality;
- Debriefs all suppliers on the outcome of the bidding process to facilitate better performance on future procurement;
- Prepares the Annual Procurement Plan (APP);
- Performs duties mandated under RA 9184 and its 2016 RIRR, amended
- Performs other duties that may be assigned by supervisors.

Qualification Standards

Education : Bachelor's Degree relevant to the job
Training : 8 hours of relevant training
Experience : 2 years of relevant experience
Eligibility : CS Professional or Second Level Eligibility

CONTRACT MANAGEMENT SECTION, PROCUREMENT MANAGEMENT DIVISION

Position: Administrative Officer III (Judicial Staff Officer III)
Salary Grade : 18 Monthly Salary : PHP 46,725.00

Duties and Responsibilities:

- Supervises the work of technical and clerical personnel engaged in the preparation of contract and current cost estimates;
- Updates procurement-related tracking database;
- Monitors compliance with the terms and conditions of procurement contracts in coordination with the end-user unit/s;
- Assists the end-user unit/s in the review and assessment of the performance of erring suppliers, contractors and consultants to determine whether the appropriate sanctions, e.g., liquidated damages, termination of contract, forfeiture of performance security and blacklisting, should be imposed under the circumstances.
- Prepares monthly updates of GPPB issuances for submission to the Chief, PMD and the BAC;
- Keeps track of national and international developments pertaining to procurement and contract management;
- Performs other duties that may be assigned by supervisors.

Qualification Standards

Education : Bachelor’s Degree relevant to the job
Training : 8 hours of relevant training
Experience : 2 years of relevant experience
Eligibility : CS Professional or Second Level Eligibility

CONTRACT MANAGEMENT SECTION, PROCUREMENT MANAGEMENT DIVISION

Position: Administrative Officer III (Judicial Staff Officer III)
Salary Grade : 18 Monthly Salary : PHP 46,725.00

Duties and Responsibilities:

- Supervises the work of technical and clerical personnel engaged in the preparation of contract and current cost estimates;
- Updates procurement-related tracking database;
- Monitors compliance with the terms and conditions of procurement contracts in coordination with the end-user unit/s;
- Assists the end-user unit/s in the review and assessment of the performance of erring suppliers, contractors and consultants to determine whether the appropriate sanctions, e.g., liquidated damages, termination of contract, forfeiture of performance security and blacklisting, should be imposed under the circumstances.
- Prepares monthly updates of GPPB issuances for submission to the Chief, PMD and the BAC;
- Keeps track of national and international developments pertaining to procurement and contract management;
- Performs other duties that may be assigned by supervisors.

Qualification Standards

Education : Bachelor’s Degree relevant to the job
Training : 8 hours of relevant training
Experience : 2 years of relevant experience
Eligibility : CS Professional or Second Level Eligibility

PROCUREMENT PLANNING SECTION, PROCUREMENT MANAGEMENT DIVISION

Position:	Administrative Officer III (Judicial Staff Officer III)		
Salary Grade :	<u>18</u>	Monthly Salary :	<u>PHP 46,725.00</u>

Duties and Responsibilities:

- Coordinates with the Court’s Budget and Finance Division relative to the approved budget for each fiscal year;
- Monitors and sees to it that all procurement projects are within the approved budget of the Court and only those crucial to the efficient discharge of governmental functions shall be included in the Annual Procurement Plan;
- Provides technical assistance to the end-user units in the preparation of their respective Project Procurement Management Plans (PPMPs);
- Consolidates the Court’s PPMP;
- Devises systematic consolidation of the Court’s Purchase Requests for efficient bidding processes;
- Prepares in a timely and efficient manner the Court’s Procurement Monitoring Report (PMR);
- Ensures timely submissions of relevant reportorial requirements under the Procurement law;
- Performs other duties that may be assigned by supervisors.

Qualification Standards

Education :	Bachelor’s Degree relevant to the job
Training :	8 hours of relevant training
Experience :	2 years of relevant experience
Eligibility :	CS Professional or Second Level Eligibility

PROCUREMENT PLANNING SECTION, PROCUREMENT MANAGEMENT DIVISION

Position: **Administrative Officer III (Judicial Staff Officer III)**
Salary Grade : 18 Monthly Salary : PHP 46,725.00

Duties and Responsibilities:

- Coordinates with the Court's Budget and Finance Division relative to the approved budget for each fiscal year;
- Monitors and sees to it that all procurement projects are within the approved budget of the Court and only those crucial to the efficient discharge of governmental functions shall be included in the Annual Procurement Plan;
- Provides technical assistance to the end-user units in the preparation of their respective Project Procurement Management Plans (PPMPs);
- Consolidates the Court's PPMP;
- Devises systematic consolidation of the Court's Purchase Requests for efficient bidding processes;
- Prepares in a timely and efficient manner the Court's Procurement Monitoring Report (PMR);
- Ensures timely submissions of relevant reportorial requirements under the Procurement law;
- Performs other duties that may be assigned by supervisors.

Qualification Standards

Education : Bachelor's Degree relevant to the job
Training : 8 hours of relevant training
Experience : 2 years of relevant experience
Eligibility : CS Professional or Second Level Eligibility

BIDS AND AWARDS COMMITTEE SECRETARIAT, PROCUREMENT MANAGEMENT DIVISION

Position: **Administrative Officer I**
Salary Grade : 11 Monthly Salary : PHP 27,000.00

Duties and Responsibilities:

- Provides the necessary assistance in the conduct of procurement-related trainings and other activities;
- Makes price canvass for the needed supplies and materials through PhilGEPS and communicates with interested dealers/suppliers;
- Prepares Abstracts of Canvass;
- Evaluates price quotations based on criteria on Purchase Request and approved budget;
- Regularly monitors emails of the BAC Secretariat and endorses the same for proper disposition;
- Monitors compliance with all posting requirements under the Procurement law;
- Recommends, as the need arises, the amendment of the Court's APP in accordance with the provisions of R.A. No.9184 and its RIRR; and
- Performs other duties that may be assigned by supervisors.

Qualification Standards

Education : Bachelor's Degree
Training : None Required
Experience : None Required
Eligibility : CS Professional or Second Level Eligibility

BIDS AND AWARDS COMMITTEE SECRETARIAT, PROCUREMENT MANAGEMENT DIVISION

Position: **Administrative Officer I**

Salary Grade : **11**

Monthly Salary : **PHP 27,000.00**

Duties and Responsibilities:

- Provides the necessary assistance in the conduct of procurement-related trainings and other activities;
- Makes price canvass for the needed supplies and materials through PhilGEPS and communicates with interested dealers/suppliers;
- Prepares Abstracts of Canvass;
- Evaluates price quotations based on criteria on Purchase Request and approved budget;
- Regularly monitors emails of the BAC Secretariat and endorses the same for proper disposition;
- Monitors compliance with all posting requirements under the Procurement law;
- Recommends, as the need arises, the amendment of the Court's APP in accordance with the provisions of R.A. No.9184 and its RIRR; and
- Performs other duties that may be assigned by supervisors.

Qualification Standards

Education : Bachelor's Degree

Training : None Required

Experience : None Required

Eligibility : CS Professional or Second Level Eligibility

BIDS AND AWARDS COMMITTEE SECRETARIAT, PROCUREMENT MANAGEMENT DIVISION

Position:	Administrative Officer I		
Salary Grade :	<u>11</u>	Monthly Salary :	<u>PHP 27,000.00</u>

Duties and Responsibilities:

- Provides the necessary assistance in the conduct of procurement-related trainings and other activities;
- Makes price canvass for the needed supplies and materials through PhilGEPS and communicates with interested dealers/suppliers;
- Prepares Abstracts of Canvass;
- Evaluates price quotations based on criteria on Purchase Request and approved budget;
- Regularly monitors emails of the BAC Secretariat and endorses the same for proper disposition;
- Monitors compliance with all posting requirements under the Procurement law;
- Recommends, as the need arises, the amendment of the Court’s APP in accordance with the provisions of R.A. No.9184 and its RIRR; and
- Performs other duties that may be assigned by supervisors.

Qualification Standards

Education :	Bachelor’s Degree
Training :	None Required
Experience :	None Required
Eligibility :	CS Professional or Second Level Eligibility

OFFICE OF THE CHIEF, PROCUREMENT MANAGEMENT DIVISION

Position: **Administrative Aide VI (Clerk III)**
Salary Grade : 6 Monthly Salary : PHP 17,553.00

Duties and Responsibilities:

- Renders administrative and clerical assistance to the Office of the CJSO, PMD;
- Serve as the incoming and outgoing document clerk;
- Performs document and records management, filing, scanning, and other related tasks;
- Prepares routine correspondence, transmittal letters and endorsements, and other communications;
- Renders duty support in various procurement activities;
- Performs other duties that may be assigned by immediate supervisor.

Qualification Standards

Education : Completion of two years studies in college
Training : None Required
Experience : None Required
Eligibility : CS Subprofessional or First Level Eligibility

BIDS AND AWARDS COMMITTEE SECRETARIAT, PROCUREMENT MANAGEMENT DIVISION

Position: **Administrative Aide IV (Judicial Staff Employee II)**
Salary Grade : 4 Monthly Salary : PHP 15,586.00

Duties and Responsibilities:

- Serves as the incoming and outgoing document clerk;
- Performs document management, filing, scanning, and other related tasks;
- Performs other administrative and clerical tasks as assigned by the supervisor;
- Renders duty support in various procurement activities;
- Prepares routine correspondence, transmittal letters and endorsements, and other communications;
- Performs other tasks that may be assigned by immediate supervisor.

Qualification Standards

Education : Elementary School Graduate
Training : None Required
Experience : None Required
Eligibility : None Required (MC 11, s. 96, as amended - Cat. III)

CONTRACT MANAGEMENT SECTION, PROCUREMENT MANAGEMENT DIVISION

Position: **Administrative Aide IV (Judicial Staff Employee II)**
Salary Grade : 4 Monthly Salary : PHP 15,586.00

Duties and Responsibilities:

- Serves as the incoming and outgoing document clerk;
- Performs document management, filing, scanning, and other related tasks;
- Performs other administrative and clerical tasks as assigned by the supervisor;
- Renders duty support in various procurement activities;
- Prepares routine correspondence, transmittal letters and endorsements, and other communications;
- Performs other tasks that may be assigned by immediate supervisor.

Qualification Standards

Education : Elementary School Graduate
Training : None Required
Experience : None Required
Eligibility : None Required (MC 11, s. 96, as amended - Cat. III)

PROCUREMENT PLANNING SECTION, PROCUREMENT MANAGEMENT DIVISION

Position: **Administrative Aide IV (Judicial Staff Employee II)**
Salary Grade : 4 Monthly Salary : PHP 15,586.00

Duties and Responsibilities:

- Serves as the incoming and outgoing document clerk;
- Performs document management, filing, scanning, and other related tasks;
- Performs other administrative and clerical tasks as assigned by the supervisor;
- Renders duty support in various procurement activities;
- Prepares routine correspondence, transmittal letters and endorsements, and other communications;
- Performs other tasks that may be assigned by immediate supervisor.

Qualification Standards

Education : Elementary School Graduate
Training : None Required
Experience : None Required
Eligibility : None Required (MC 11, s. 96, as amended - Cat. III)