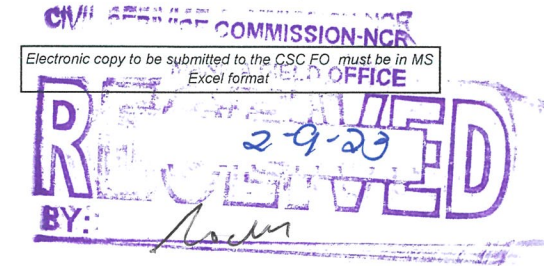


Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions



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:

[Signature]
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 | RECORDS OFFICER I | SBB-RO1-2-1998 | 10 | 23,176.00 | Bachelor's Degree | None Required | None Required | CS Professional or Second Level Eligibility | | JUDICIAL RECORDS DIVISION |
| 2 | CLERK IV | SBB-CK4-7-1998 | 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 | | JUDICIAL RECORDS 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 February 27, 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/tzzsovngKEzgwbj78>



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

REPUBLIC OF THE PHILIPPINES

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 |
|---------------------------|-------------------|--------------|
| JUDICIAL RECORDS DIVISION | RECORDS OFFICER I | 10 |
| JUDICIAL RECORDS DIVISION | CLERK IV | 8 |

The deadline of submission to the Personnel Section shall not be later than February 27, 2023.

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

Quezon City, February 7, 2023.


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

JUDICIAL RECORDS DIVISION

Position: **RECORDS OFFICER I**
Salary Grade : 10 Monthly Salary : **PHP 23,176.00**

Duties and Responsibilities:

- Under general supervision, assists his superiors in coordinating the activities in the Records Section;
- Supervises the coding and retrieving of records in the section;
- Assists the Records Officer II in verifying entries of judgment and taking note of promulgation and entries of judgment;
- Evaluates data for reports required by his superiors; performs other related duties as may be assigned from time to time.

Qualification Standards

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

JUDICIAL RECORDS DIVISION

Position: **CLERK IV**
Salary Grade : 8 Monthly Salary : **PHP 19,744.00**

Duties and Responsibilities:

- Under immediate supervision, provides secretarial and routine administrative functions such as filing, preparing and handling correspondence and minutes of the meetings;
- Keeps in custody of confidential files;
- Responds to general queries and answers phone calls; and performs such other related duties as may assigned 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