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CS Form No. 9
Revised 2018

Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions

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

RECEIVED
2-1-23
BY:

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
FEB 01 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	SECURITY GUARD III	SBB-SECG3-45-1998	8	19,744.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	CSC MC 11, s. 1996, as amended (Cat. IV) – Security Guard License		SECURITY AND SHERIFF SERVICES DIVISION
2	SECURITY GUARD II	SBB-SECG2-42-1998	5	16,543.00	High School Graduate	None Required	None Required	CSC MC 11, s. 1996, as amended (Cat. IV) – Security Guard License		SECURITY AND SHERIFF SERVICES DIVISION
3	SECURITY GUARD II	SBB-SECG2-51-1998	5	16,543.00	High School Graduate	None Required	None Required	CSC MC 11, s. 1996, as amended (Cat. IV) – Security Guard License		SECURITY AND SHERIFF SERVICES DIVISION
4	SECURITY GUARD I	SBB-SECG1-35-1998	3	14,678.00	High School Graduate	None Required	None Required	CSC MC 11, s. 1996, as amended (Cat. IV) – Security Guard License		SECURITY AND SHERIFF SERVICES DIVISION
5	SECURITY GUARD I	SBB-SECG1-37-1998	3	14,678.00	High School Graduate	None Required	None Required	CSC MC 11, s. 1996, as amended (Cat. IV) – Security Guard License		SECURITY AND SHERIFF SERVICES 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 14, 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.

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
SECURITY AND SHERIFF SERVICES DIVISION	SECURITY GUARD III	8
SECURITY AND SHERIFF SERVICES DIVISION	SECURITY GUARD II	5
SECURITY AND SHERIFF SERVICES DIVISION	SECURITY GUARD II	5
SECURITY AND SHERIFF SERVICES DIVISION	SECURITY GUARD I	3
SECURITY AND SHERIFF SERVICES DIVISION	SECURITY GUARD I	3

The deadline of submission to the Personnel Section shall not be later than February 14, 2023.

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

Quezon City, January 27, 2023.


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

SECURITY AND SHERIFF SERVICES DIVISION

Position: **SECURITY GUARD III**
Salary Grade : **8** Monthly Salary : **PHP 19,744.00**

Duties and Responsibilities:

- Under immediate supervision, performs security functions as determined, defined and detailed by superior authority, guards offices, grounds and other Court properties against fire, theft, damages and illegal entry;
- Assists in supervising the activities of the security unit; logs activities and reports on the performance of the security guard during his tour of duty;
- Transmits instruction of the Chief of the unit to the guards;
- Assists in conducting preliminary investigations on physical security violations;
- Distributes and collects pass cards of persons entering the Court premises; logs persons and vehicles entering and leaving the office premises;
- Controls the flow of traffic within the compound and reports unusual incidents; maintains order within the vicinity;
- Makes arrests as deputized by proper authorities to maintain peace and order in the premises; checks on security of rooms and buildings; prepares and submits reports on the activities of the unit during his tour of duty; keeps records of attendance of security guards; assists in firefighting and does other related tasks.

Qualification Standards

Education : High School Graduate
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : CSC MC 11, s. 1996, as amended (Cat. IV) – Security Guard

SECURITY AND SHERIFF SERVICES DIVISION

Position: **SECURITY GUARD II**
Salary Grade : 5 Monthly Salary : **PHP 16,543.00**

Duties and Responsibilities:

- Under immediate supervision, performs security functions as determined, defined and detailed by superior authority; guards offices, grounds and other court properties and facilities against fire, theft, damage and illegal entry; makes tour of inspections at his assigned area;
- Makes walk-in watch in areas where equipment and materials are stored or stock filed;
- Periodically inspects areas shielded from view or areas in which hazard or potential hazards are likely to exist;
- Checks locks to see to it that they are secured; opens and closes gates at prescribed time and holds keys thereof;
- Records incoming and outgoing vehicles in place of assignment; sounds alarm in case of emergencies; observes irregularities;
- Apprehends people littering or destroying plants within the court compound;
- Makes arrests as deputized by proper authorities to maintain peace and order in the Court premises and does other related tasks.

Qualification Standards

Education : High School Graduate
Training : None Required
Experience : None Required
Eligibility : CSC MC 11, s. 1996, as amended (Cat. IV) – Security Guard Licen

SECURITY AND SHERIFF SERVICES DIVISION

Position: **SECURITY GUARD I**
Salary Grade : 3 Monthly Salary : **PHP 14,678.00**

Duties and Responsibilities:

- Under general supervision, performs security guarding functions as determined, defined and detailed by superior authority;
- Guards court offices and other court properties against fire, theft, damage and illegal entry, makes arrests when deputized by proper authorities to maintain peace and order in the court premises and other related work.

Qualification Standards

Education : High School Graduate
Training : None Required
Experience : None Required
Eligibility : CSC MC 11, s. 1996, as amended (Cat. IV) – Security Guard Licen