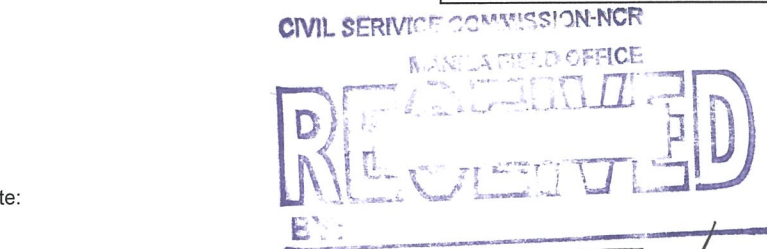


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CS Form No. 9
Revised 2018

Electronic copy to be submitted to the CSC FO must be in MS
Excel format

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

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	SHERIFF V	SBB-SHE4-3-1998	15	36,619.00	Bachelor's degree relevant to the job	12 hours of relevant training	1 year supervisory experience	CS-Professional; or Appropriate eligibility for Second Level Position		SECURITY AND SHERIFF SERVICES DIVISION
2	SHERIFF IV	SBB-SHE4-6-1998	12	29,165.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	CS Subprofessional or First Level Eligibility		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/tzzsovngKEzgwbi78>



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	SHERIFF V	15
SECURITY AND SHERIFF SERVICES DIVISION	SHERIFF IV	12

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: **SHERIFF V**
Salary Grade : 15 Monthly Salary : PHP 36,619.00

Duties and Responsibilities:

- Under the direct supervision of the Sheriff VI, assists in the supervision of the activities of all Sheriffs and Process Servers;
- Serves and executes all processes of the court;
- Keeps in custody and maintains record books on writs of execution, writs of attachment, writs of replevin, and writs of injunction, and other processes executed by him;
- Assists the Sheriff VI in assigning and reviewing the work of their subordinates;
- Drafts periodic reports of the section;
- Does related tasks and performs other duties that may be assigned by the Chief of Division.

Qualification Standards

Education : Bachelor's degree relevant to the job
Training : 12 hours of relevant training
Experience : 1 year supervisory experience
Eligibility : CS-Professional; or Appropriate eligibility for Second Level

SECURITY AND SHERIFF SERVICES DIVISION

Position: **SHERIFF IV**
Salary Grade : 12 Monthly Salary : PHP 29,165.00

Duties and Responsibilities:

- Under general supervision, serves and/or executes all processes of the court;
- Keeps in custody and maintains record books on writs of execution, writs of attachment, writs of replevin, and writs of injunction, and other processes executed by him; and
- Performs such other related duties assigned to him by the authorities.

Qualification Standards

Education : Completion of two years studies in college
Training : 8 hours of relevant training
Experience : 2 years of relevant experience
Eligibility : CS Subprofessional or First Level Eligibility