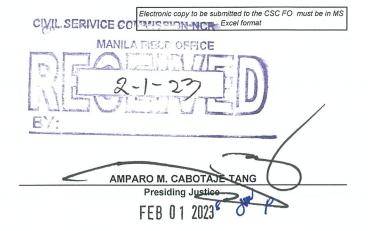
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CS Form No. 9 Revised 2018

# 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:



١	T	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
	No.					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
	1	SUPERVISING JUDICIAL	SBB-FINMO1-1-1998	23	80,003.00	Bachelor's Degree relevant to	16 hours of relevant	3 years of relevant	CS Professional		BUDGET AND FINANCE
		STAFF OFFICER				the job	training	experience			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/tzzsovngKEzgwbj78

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



### REPUBLIC OF THE PHILIPPINES

# Sandiganbayan

QUEZON CITY

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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
BUDGET AND FINANCE DIVISION	SUPERVISING JUDICIAL STAFF OFFICER	23

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 30, 2023.

RITCHELLE M. DESINGAÑO-YRAÑELA

Chief Judicial Staff Officer Administrative Division

### **BUDGET AND FINANCE DIVISION**

Position:

SUPERVISING JUDICIAL STAFF OFFICER

Salary Grade:

23

Monthly Salary: PHP

HP

80,003.00

#### **Duties and Responsibilities:**

•Under general supervision, assists in supervising the fiscal affairs of the Court and coordinating the preparation of the Court's budget estimates, financial reports and other data;

- •Reviews and consolidates budget estimates, reviews budgeted expenditures, and proposals of the Court for signature of the Chief of Division;
- •Assists the Chief of Division during budget hearing; assists in planning, directing and supervising systematic accounting procedures for all financial transactions; and does other related tasks as may be assigned from time to time.

### **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**