

file

CS Form No. 9
Revised 2018

Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions

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

RECEIVED
2-1-23

BY:

AMPARO M. CABOTAJE-TANG
Presiding Justice

FEB 01 2023

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:

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	SUPERVISING JUDICIAL STAFF OFFICER	SBB-FINMO1-1-1998	23	80,003.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional		BUDGET AND FINANCE 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
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. DESINGANO-YRAÑELA
Chief Judicial Staff Officer
Administrative Division

BUDGET AND FINANCE DIVISION

Position: **SUPERVISING JUDICIAL STAFF OFFICER**
Salary Grade : 23 Monthly Salary : PHP 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