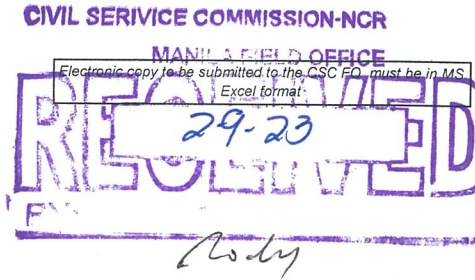


Republic of the Philippines  
**SANDIGANBAYAN**  
Request for Publication of Vacant Positions



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

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	SUPPLY OFFICER III	SBB-SUO3-1-1998	18	46,725.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	CS Professional or Second Level Eligibility		SUPPLY SECTION, ADMINISTRATIVE 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 28, 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](http://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.

# 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
SUPPLY SECTION, ADMINISTRATIVE DIVISION	SUPPLY OFFICER III	18

The deadline of submission to the Personnel Section shall not be later than February 28, 2023.

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

Quezon City, February 9, 2023.

**RITCHELLE M. DESINGAÑO-YRAÑELA**

Chief Judicial Staff Officer  
Administrative Division

## ADMINISTRATIVE DIVISION, SUPPLY SECTION

Position: **SUPPLY OFFICER III**  
Salary Grade : 18 Monthly Salary : PHP 46,725.00

### **Duties and Responsibilities:**

- Under general supervision, supervises the work of technical and clerical personnel engaged in the receipts, control and issuance of supplies;
- Makes decisions involving problems of purchasing; reviews, approves and submits monthly reports for supplies issued;
- Checks contract papers and proposals;
- Makes recommendations in determining the kind and quality of supplies, equipment and materials or books needed, availability to stock and needs for such materials;
- Interprets objectives and review results in accordance with statutory provisions and office policies;
- Prepares and submits annual reports pertaining to supplies;
- Does other assigned works from time to time as the needs arise.

### **Qualification Standards**

Education : Bachelor's Degree  
Training : 8 hours of relevant training  
Experience : 2 years of relevant experience  
Eligibility : CS Professional or Second Level Eligibility