

Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION-NCR
MANILA FIELD OFFICE
RECEIVED
7-12-2023
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

JUL 12 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	Supervising Judicial Staff Officer	SBB-ITO2-1-2002	23	80,003.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional		Management Information Systems Division
2	Clerk III	SBB-CK3-20-1998	6	17,553.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional or First Level Eligibility		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 July 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 (**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.

Note: *Interested applicants shall be required to disclose their relatives in the Sandiganbayan.*

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
Management Information Systems Division	Supervising Judicial Staff Officer	23
Budget and Finance Division	Clerk III	6

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

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

Quezon City, July 11, 2023.


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

Management Information Systems Division

Position: **Supervising Judicial Staff Officer**
Salary Grade : 23 Monthly Salary : PHP 80,003.00

Duties and Responsibilities:

- Under general supervision, assists the division chief in the management of the systems;
- Manages the development and implementation of projects to insure fulfillment with the requirements of the user;
- Organizes systems studies and programming projects; reviews system performance and directs corrective actions;
- Reviews, evaluates, audits and approves documentation prepared by systems personnel;
- Acts as chief of division in the latter's absence;
- Performs related tasks that 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

Budget and Finance Division

Position: **Clerk III**
Salary Grade : 6 Monthly Salary : PHP 17,553.00

Duties and Responsibilities:

- Under immediate supervision, renders clerical assistance to his/her superiors in the Division;
- Prepares routine office correspondence;
- Types vouchers and reports of the Division; and does other related tasks as may be assigned from time to time.

Qualification Standards

Education : Completion of two years studies in college
Training : None Required
Experience : None Required
Eligibility : CS Subprofessional or First Level Eligibility