

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:

One (1) Driver II (Bus Driver – Casual) - Salary Grade 4

The deadline of submission to the Personnel Section shall not be later than February 28, 2019.

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

Quezon City, February 7, 2019.


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



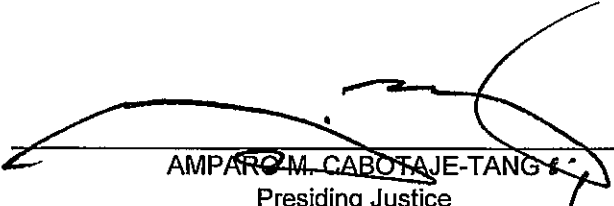
Republic of the Philippines
Sandiganbayan

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

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Sandiganbayan in the CSC website:


 AMPARO M. CABOTAJE-TANG
 Presiding Justice
 Date: 7-Feb-19

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	One (1) Driver II - Casual Bus Driver	N/A	4	600.64 (Daily Wage)	Elementary School Graduate	none required	none required	Driver's License (MC 11, s. 96-Cat. II)		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, 2019**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture; **SUBSCRIBED AND SWORN** and **SIGNED** (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to submit their application to Personnel Section, addressed to:

Hon. AMPARO M. CABOTAJE-TANG
Presiding Justice
Sandiganbayan Centennial Building, Commonwealth Avenue
corner Batasan Road, Quezon City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
Sandiganbayan
Quezon City

VACANCY

Position Title: Driver II (Bus Driver – Casual)

Salary Grade: 4

No. of Vacancies: 1

Qualifications:

Education : Elementary School Graduate
Experience : None required
Training : None required
Eligibility : Driver's License
(MC 11, s. – 96-Cat. II)

Please address your application letter to the **Hon. AMPARO M. CABOTAJE-TANG, Presiding Justice** with the attached Personal Data Sheet, transcript of records, 2x2 ID picture & photocopy of civil service eligibility and submit to the **PERSONNEL SECTION** not later than **February 28, 2019**.

Driver II (Casual)

SG-4 (Php. 600.64/day)

Duties and Responsibilities :

- Under general supervision, operates automotive equipment in transporting personnel and materials of the office;
- Maintains the cleanliness of the vehicles;
- Submits reports on fuel and oil consumption and distance traveled; participates the composition of minor technical repairs and maintains equipment of vehicles; submit properly accomplished trip tickets;
- Performs other related duties as may be assigned by the Chief of Divisions; and
- Does related work.