

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:

JUDICIAL RECORDS DIVISION

One (1) Chief Judicial Staff Officer - Salary Grade 25
Two (2) Records Officer I - Salary Grade 10

ADMINISTRATIVE DIVISION

One (1) Engineer IV - Salary Grade 22
Two (2) Clerk II - Salary Grade 4

OFFICE OF ASSOCIATE JUSTICE GERALDINE FAITH A. ECONG

One (1) Clerk III - Salary Grade 6


STENOGRAPHER'S POOL

One (1) Judicial Staff Officer III - Salary Grade 18

The deadline of submission to the Personnel Section shall not be later than March 7, 2019.

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

Quezon City, February 18, 2019.


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

JUDICIAL RECORDS DIVISION

SB Chief Judicial Staff Officer (SG-25)

Duties and Responsibilities:

Adjudicative Support Functions:

- * Supervises the receipt and docketing of all cases files with the Court;
- * Supervises the receipt and forwarding to the Divisions concerned all pleadings and communications related to cases raffled to each division;
- * Supervises the raffle of the cases every week in the presence of the Justices and Executive Clerks of Court III or their representatives;
- * Transmits the records of the cases to the Divisions; and checks bail bonds.

Non-Adjudicative Functions:

- * Exercises general supervision and control over all units in the division;
- * Manages and superintends activities in connection with the filing of cases;
- * Plans and evaluates work programs for a systematic management of judicial records;
- * Monitors conditions and status of the cases for submission to the Court;
- * Coordinates with the section chiefs in setting up, maintaining, upgrading and improving the information system of all cases filed, tried and decided by the Court;
- * Causes the preparation of communications and reports; and performs such other functions as may be assigned by the Court.

Qualification Standards:

Education	:	Bachelor's Degree
Experience	:	5 years of relevant experience
Training	:	32 hours of relevant training
Eligibility	:	CS Professional

Records Officer I (SG-10)

Duties and Responsibilities:

Under general supervision, assists his superiors in coordinating the activities in the Records Section;
Supervises the coding and retrieving of records in the section;
Assists the Records Officer II in verifying entries of judgment and taking note of promulgation and entries of judgment;
Evaluates data for reports required by his superiors; performs other related duties as may be assigned from time to time.

Qualification Standards:

Education : Bachelor's degree
Experience : non required
Training : none required
Eligibility : Civil Service (Professional) or Second Level Eligibility

ADMINISTRATIVE DIVISION

Engineer IV (Sanitary) (SG-22)

Duties and Responsibilities:

Under general supervision, performs the preventive maintenance of all sanitary works under his care.
Takes charge of change-over the operation of all sanitary works, informs the superior of all essential matters pertaining to the operation.
Feeds chemical treatment of water-cooling system, takes charge of the required dosage and stocks of chemicals.
Makes periodic inspection of all sanitary equipment under his care and reports abnormalities to his subordinates, logs hourly reading of all essential of indication and integration meters and gauges.
Assists in the start-up and shutdown of main equipment. Attends to the house keeping of all area cleanliness of all sanitary equipment/facilities.
Performs/undertakes regularly/routinary preventive maintenance activities such as check-up, cleaning, lubrication and recommends replacements of parts necessary, prepares list of materials and parts (with complete specifications) needed in the repair and maintenance and recommends purchase of the same.
Performs other functions that assigned from time to time.

Qualification Standards:

Education : Bachelor's Degree in Engineering relevant to the job
Experience : 3 years of relevant experience
Training : 16 hours of relevant training
Eligibility : RA 1080

Clerk II (SG-4) – Supply Section

Duties and Responsibilities:

- * Under general supervision, renders clerical assistance to his superiors in the Supply Section;
- * Prepares routine office correspondence;
- * Types vouchers and reports of the Supply Section;
- * Processes purchase requests, canvass, awards, purchase orders, inspection and acceptance reports, disbursement vouchers and waste material reports;
- * Conducts actual inventory report and submit budget proposal;
- * Does other related tasks as may be assigned from time to time.

Qualification Standards:

Education	:	Completion of two years studies in college;
Experience	:	none required
Training	:	none required
Eligibility	:	CS Subprofessional

Clerk II (SG-4) – Medical Section

Duties and Responsibilities:

Under general supervision, renders clerical assistance in the medical office;
Types reports of the medical office and does other related tasks as may be assigned from time to time.

Qualification Standards:

Education	:	Completion of two years studies in college;
Experience	:	none required
Training	:	none required
Eligibility	:	CS Subprofessional

OFFICE OF ASSOCIATE JUSTICE GERALDINE FAITH A. ECONG

Clerk III (SG-6) - Permanent

Duties and Responsibilities:

Under immediate supervision, renders clerical assistance in the Office of the Associate Justice;
Types drafts and final copies of decisions, resolutions as well as correspondence emanating from the Office of the Associate Justice; and files records of the same; and
Performs other related clerical tasks.

Qualification Standards:

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

STENOGRAPHER'S POOL

Judicial Staff Officer III (SG-18)

Duties and Responsibilities:

- * Under general supervision, takes down stenographic notes of court proceeding and transcribes them in accordance with the Rules of The Court and pertinent issuance of the Supreme Court and the Sandiganbayan;
- * Attends court sessions and pre-trial conferences of the Division where and when he/she is assigned and takes down in stenographic notes all the proceeding that transpire therein;
- * Transcribes in final form immediately at the close of such session priority judicial directives ensuing from such proceedings, e.g., orders involving incidents during trials, and pre-trial orders;
- * Delivers to the Clerk of Court immediately at the close of such sessions, all the notes he has taken, to be attached to the records of the case;
- * Transcribes all the stenographic notes and attached the transcripts to the records of the case not later than twenty (20) days from the time the notes are taken;
- * Accomplishes a verified monthly certification as to compliance therewith;
- * Takes down in stenographic notes and transcribes in final form dictations of his Justice and/or the *ponente* relative to Resolutions and Decisions of cases adjudicated in the division where he/she is assigned.

Qualification Standards:

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

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 *cm*

Date: 18-Feb-19

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	Chief Judicial Staff Officer	SBB-RO5-1-1998	25	95,083.00	Bachelor's Degree	32 hours of relevant training	5 years of relevant experience	CS Professional or Second Level Eligibility		Judicial Records Division
2	Records Officer I	SBB-RO1-1-1998	10	19,233.00	Bachelor's degree	none required	none required	CS Professional or Second Level Eligibility		Judicial Records Division
3	Records Officer I	SBB-RO1-4-1998	10	19,233.00	Bachelor's degree	none required	none required	CS Professional or Second Level Eligibility		Judicial Records Division
4	Engineer IV	SBB-ENG4-30-2000	22	65,319.00	Bachelor's Degree in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience	R.A. No.1080 - Sanitary Engineer		Engineering Section, Administrative Division
5	Clerk II	SBB-CK2-9-1998	4	13,214.00	Completion of two years studies in college	none required	none required	CS Subprofessional or First Level Eligibility		Supply Section, Administrative Division
6	Clerk II	SBB-CK2-3-1998	4	13,214.00	Completion of two years studies in college	none required	none required	CS Subprofessional or First Level Eligibility	(Preferably with Medical background)	Medical Section, Administrative Division

7	Clerk III	SBB-CK3-9-2015	6	14,847.00	Completion of two years studies in college	none required	none required	CS Subprofessional or First Level Eligibility	Office of Associate Justice Geraldine Faith A. Econg
8	Judicial Staff Officer III	SBB-JSO3-12-1998	18	40,637.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years relevant experience	CS Professional or Second Level Eligibility	Stenographer's Pool

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 March 7, 2019.

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;
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 hand in or send through courier their application 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.